

GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
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CITY COUNCIL STANDING COMMITTEE

Ordinances & Administration

Monday, May 2, 2011 – 6:30 p.m.

KYROUZ AUDITORIUM – City Hall

AGENDA

1. *Continued Business:*

- A) Follow up on Survey of Parking lot area around Rose Baker Senior Center in connection with Amendments to the Traffic Ordinance for Manuel Lewis Street and Senior Center lot (Matter Concluded at City Council 09/28/10 and update requested 01/31/11 to this date)
- B) Memorandum and Information regarding proposed changes to Gloucester City Ordinance Chapter 10- Waterways Administration Sections 10-1 and 10-2 (Cont'd from 02/14/11)
- C) CC2011-008 (Hardy) Creation of language for ballot question re: recently enacted Water Ordinance and pending Home Rule Petition related to same (Cont'd from 03/14/11)
- D) CC2011-009 (Mulcahey) Amend GCO 22-287 (Disabled Veteran, handicapped parking) re: 6 Oak Street (Cont'd from 04/04/11) **TBC 5/16/11**
- E) CC2011-011 (Verga) Traffic Commission to review traffic flow of four (4) way traffic areas of Lexington Avenue, Fuller Street and Flume Road and amend GCO Sec .22-269 and/or Sec. 22-269.1 upon Traffic Commission Recommendations (Cont'd from 04/04/11) **TBC 5/16/11**
- F) CC2011-013 (Tobey) That O&A and Administration develop and implement management system re: City Data (Cont'd from 04/04/11)
- G) Letter and documentation from Deputy Fire Chief Aiello re: enactment of ordinance to bill for Certain Fire Dept. responses (Cont'd from 04/04/11)
- H) Memorandum from Director of Public Works re: Public Works Reorganization for FY2012 (Cont'd from 04/04/11)

2. *Reappointments and New Appointments:*

Reappointments:

Affordable Housing Trust	TTE 02/14/13	Michael Luster (Cont'd from 04/04/11)
Clean Energy Commission	TTE 02/14/14	Thomas Balf (Cont'd from 03/14/11)
Licensing Board	TTE 05/31/17	Allyson O'Connor
Tourism Commission	TTE 02/14/14	William Saminfink (Cont'd from 04/04/11)

Mayoral Reappointment:

Assessor	TTE 02/14/14	Beth Ann Godhino
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New Appointments:

Conservation Commission	TTE 02/14/12	Steven Phillips (Representative to CPC)
Fisheries Commission	TTE 02/14/14	Angela Sanfilippo, Accursio Sanfilippo, Al Cottone, Francesco Paolo Vitale, David Bergeron (Cont'd from 04/04/11)
Historic District Commission	TTE 02/14/14	Stephen Miller – Alternate

3. *Memorandum from Chief Administrative Officer re: Proposed Amendment to GCO "Personnel Ordinance"*

NOTE: Items No. 4 through 7 are all TBC to May 16, 2011

4. *CC2011-015 (Mulcahey) Amend GCO Sec. 22-293 "Bus Stops and Taxi Stands" re: Railroad Avenue*
5. *CC2011-016 (Mulcahey) Amend GCO Sec. 22-292 "Fire Lanes" re: Munsey Lane*
6. *CC2011-017 (Mulcahey) Amend GCO Sec. 22-287 "Disabled Veteran, handicapped parking" re: Perkins Street #25*
7. *CC2011-018 (Mulcahey) Amend GCO Sec. 22-287 "Disabled Veteran, handicapped parking" re: Mt. Vernon Street #39*
8. *Memorandum from Community Development Director re: proposed amendment to GCO §12, Art. II "Wetlands"*
9. *Request from Gloucester Taxi and Livery Service, Inc., re: "Gas Surcharge"*
10. *Letter from Reprecincting Coordinator of Secretary Galvin's Office re: Municipal Map from the 2010 Census*
11. *Petition to City Council under City Charter §9-1(b) concerning the enactment of an "Anti-Shuffling" Traffic Ordinance, §22-220(c) on November 23, 2010 (Referred from City Council Meeting 4/12/11)*

COMMITTEE

Councilor Sefatia Theken, Chair
Councilor Ann Mulcahey, Vice Chair
Councilor Bruce Tobey

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Linda T. Lowe
Robert Ryan/Larry Ingersoll
Michael Hale; Paul Keane
Sarah Garcia
Fire Chief Dench/Deputy Fire Chief Stephen Aiello
Harbormaster Jim Caulkett

ORDINANCES & ADMINISTRATION COMMITTEE
May 2, 2011

Agenda Item #2

On the matter of documentation for the reappointments of:

Affordable Housing Trust	TTE 02/14/13	Michael Luster (Cont'd from 04/04/11)
Clean Energy Commission	TTE 02/14/14	Thomas Balf (Cont'd from 03/14/11)
Tourism Commission	TTE 02/14/14	William Saminfink (Cont'd from 04/04/11)

On the matter of documentation for the appointment of:

Fisheries Commission	TTE 02/14/14	David Bergeron
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The back up documentation can be found in the February 28 and March 14, 2011 and April 4, 2011 Ordinances & Administration Agenda Packets available either in the City Clerk's office or on line at the City of Gloucester Website under Ordinances & Administration Agenda Packets.

- D) CC2010-083 (Mulcahey) Amend GCO Sec. 22-287 (Disabled veteran, handicapped parking) re: Vicinity of 4B Summit Street (Cont'd from 01/03/11)

Mr. Ingersoll informed the Committee that at their January 20, 2011 meeting the Traffic Commission had no handicapped placard provided to them at the time of their meeting nor as the Commission aware who was requesting the handicapped spot. It was noted the name and address of the requestor as well as the placard was provided to the Commission following their meeting. They would take up the matter at their next meeting.

This matter is continued to February 28, 2011.

- E) CC2010-084 (Mulcahey/Curcuru) Review traffic flow and directions to alleviate congestion on Washington Street (Cont'd from 01/03/11)

Councilor Mulcahey stated this order was placed to get an idea what the Commission thought about on the matter.

Mr. Ingersoll stated at the Traffic Commission meeting of January 20, 2011 the Commission discussed with Councilors Curcuru and Mulcahey the issues surrounding the traffic flow in and around the Washington Street corridor in order to start to work towards trying to alleviate the traffic congestion particularly from the intersection of Railroad Avenue to Grant Circle. The Commission felt this was a major issue that needs professional analysis and/or consultation; and that the scope of the request is beyond the expertise and reach of the Commission. They also expressed their awareness at their January 20th meeting, that there is a traffic issue on Washington Street but were unsure if changing the flow of side streets would help to alleviate the problem. The Commission noted any changes would adversely affect the other main streets (Maplewood Avenue/Centennial Avenue) in the area.

Councilor Theken asked if this was due to the construction changes to the Washington Street corridor.

Councilor Mulcahey stated there would be a need to alleviate the congestion from the construction and thought this would be a good way to get a head start into helping the traffic congestion in that area. She expressed her belief that Derby Street needs to be one way due to it being so narrow as just one change that could be made.

Councilor Hardy suggested that Community Development could have funds for a consultant to help assist in this process.

This matter is tabled. The Committee recommended that Councilors Curcuru and Mulcahey get together with their wards; then with that input may decide to bring forward the order again.

- F) Follow up on Survey of Parking lot area around Rose Baker Senior Center in connection with Amendments to the Traffic Ordinance for Manuel Lewis Road and Senior Center lot (Matter Concluded at City Council September 28, 2010)

Paul Keane, City Engineer explained a survey was done as requested by the Committee. He reviewed the new map (copy on file) with the Councilors with particular attention to which parts of the parking lot are public.

Councilor Theken stated what they're trying to realize more parking for the Senior Center and see that the spaces are repainted with appropriate signage in place which was why they asked for this survey.

Mr. Duggan noted that once the lot is relined when the snow season is over, they'll be able to enforce the parking for the immediate area around the Rose Baker Senior Center.

By unanimous consent the plan dated January 5, 2011 for the official layout of the existing parking spaces in the City Manuel F. Lewis Parking Lot in the vicinity of Rose Baker Senior

Center at the Intersection of Rogers Street and Manual F. Lewis Street was accepted by the Ordinances & Administration Committee and is placed on file in the Office of the City Clerk, the Engineering Department and also recorded at the Registry of Deeds [as required by City Ordinance.

This matter is continued to May 2, 2011 for a status update to the Committee on the matter of the restriping of parking lot spaces.

- G) Letter and documentation from Deputy Fire Chief Aiello re: enactment of ordinance to bill for Certain Fire Dept. responses (Referred from B&F Committee on 11/29/10)

Deputy Chief Stephen Aiello, Gloucester Fire Department noted there were many improvements needed within the Fire Department according to the recent audit of their department. In order to make those improvements and given current fiscal conditions, they have looked for ways to find new sources of revenue in order to afford these improvements by recovering costs. They looked at the 55%-60% of motor vehicle accidents in the City are caused by non-residents; and 12% of structure fires in the City are caused by negligence. They are looking to recover costs in responding to these two types of occurrences. In the Commonwealth of Massachusetts, it is mandated that you carry supplemental insurance on your homeowners and commercial insurance policies. It pays for a minimum of \$500 for residential structure fires for fire department responses; \$1,000 on commercial policies for structure fires. The premium is being paid for this bill, yet they don't bill for this money that is available. The Fire Department is asking to be allowed, as they do with the ambulance billing, to enact an ordinance so that they can hire a billing company (who would be paid for through a percentage of receipts) and recover some of these costs related to car accidents and fires in specific instances, creating revenue to improve technology and increase training for the Fire Department.

Ms. Egan, on inquiry of **Councilor Theken**, said she would work with the Deputy Chief to draft specific language for an ordinance.

Councilor Mulcahey asked for a definition of negligence according to insurance companies; and what would the process be once negligence was determined for the billing process to start.

Deputy Chief Aiello stated negligence would be clearly defined in the billing policy. If an ordinance is enacted by the Council, the City and the billing company would "iron out" what would and would not be billed. The Chief and he are proposing that homeowners not be "balance billed". The City would accept whatever the insurance company pays towards the cost of the bill. He gave the example for a response, say to the Lorraine Apartments. That bill would be significantly higher than \$500, and that would likely involve some negotiations between the insurance company and the billing company. He assured the Committee that homeowners would not pay out of pocket. He acknowledged the biggest concern is what this does to insurance rates. He contended anyone who has a structure fire, their rates will go up. The billing by the City would have no affect on the insurance rates. But this type of billing has been going on for 20 years or longer across the United States with no history of insurance rates being increased solely due to this type of billing by municipalities.

Councilor Mulcahey noted several instances that might trigger a billing for a motor vehicle such as a car fire, or leaking gas from a vehicle's gas tank.

Deputy Chief Aiello replied that would be billed for and added it would have to have some sort of negligence involved for them to send a bill out and would be up to the insurance company and the billing company. The City would not be involved in the billing or recovery process. He also made clear the City would not be involved in determining who was at fault.

Councilor Theken expressed while she always supports the Fire Department, she needed to be convinced this was appropriate for the City. She inquired whether this involved a "menu" of services.

Deputy Chief Aiello stated in Mass municipalities have to have an ordinance on the books similar to the EMS billing. EMS uses a line-item billing. He stated emphatically that in this instance that would not be the case. If the Fire Department responds with the pumper truck, that will be what they're billed for.



CITY OF GLOUCESTER

Commonwealth of Massachusetts

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Paul G. Keane, P.E.
City Engineer

Melissa A. Miguel, P.E.
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Karen L. Andrews
Sr. Engineering Aide

CITY CLERK
GLOUCESTER, MA
JAN 14 AM 11:59

January 10, 2011

Ms. Linda Thomas Lowe
City Clerk
City of Gloucester
City Hall
Nine Dale Avenue
Gloucester, MA 01930

RE: New Survey Showing Existing Parking Spaces in the Vicinity of Rose Baker Senior Center
at the Intersection of Rogers Street and Manual F. Lewis Street

Dear Ms. Lowe:

In response to the request made by the Committee on Ordinances and Administration at their meeting on September 20, 2010, and pursuant to discussions we had in September 2010, the DPW-Engineering Division sought bids for an updated survey of the Rose Bake Senior Center Parcel and abutting parking areas.

Hancock Survey Associates, Inc. of Danvers recently completed the work and delivered an electronic copy of the plan to this office, along with Mylars suitable for recording, and copies of the underlying land record research supporting their survey plan. I provided you with two full size prints of the plan at our meeting last week, and I am enclosing with this letter and 8 1/2" x 11" plan suitable for scanning. I will send you by email copies of the deeds and easement documents for your files.

Please do not hesitate to contact me if you have any questions or require any additional information regarding this matter.

Very truly yours,

Gloucester Department of Public Works – Engineering Division

Paul G. Keane, P.E.
City Engineer

Attachment

Copy: M. B. Hale, AICP, Director DPW
File

Chapter 10 WATERWAYS ADMINISTRATION*

*Editor's note--Ord. No. 17-1993, adopted Dec. 14, 1993, amended former Ch. 10, Arts. I--III, relative to the harbor and related waters, in its entirety to read as herein set out. The substantive provisions of former Ch. 10 derived from Code 1970. Sections 4-3, 101/2-17--101/2-25, 101/2-27, 101/2-29, 12-8, 12-18--12-21, 16-14, 16-16; and ordinances of Dec. 6, 1977; Jan. 10, 1978; Nov. 4, 1979; Feb. 3, 1983; Oct. 28, 1986; Aug. 4, 1987; Dec. 22, 1987; July 19, 1988; and April 4, 1989.

Cross reference(s)--Marshlands, Ch. 12; shellfish, seaworms and eels, Ch. 20.

State law reference(s)--Waterways, M.G.L.A. c. 91; provisions relating to Gloucester harbor, M.G.L.A. c. 102, §§ 3, 4; harbors and harbor masters, M.G.L.A. c. 102, § 17 et seq.

ARTICLE I. MANAGEMENT

Sec. 10-1. Waterways board.

The purposes of the waterways board is to provide a broad-based citizen management organization that guides the use and development of Gloucester's waterways and public waterfront facilities. The waterways board shall be the city body which establishes policies and regulations for Gloucester's waterways. It is intended that the board adopt clear, concise and fair policies and regulations that promote improved access to the water for all citizens, including commercial fishermen, business owners and recreational boaters. In cooperation with the harbor master and other city staff, the board is intended to ensure that our waterways are well planned and maintained, utilized to the maximum extent possible, safe, and reflect positively upon the City of Gloucester.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-2. Composition and term.

(a) *Composition.* The Gloucester Waterways Board shall consist of seven (7) citizens of Gloucester, appointed by the mayor and confirmed by the city council. The appointees shall include three (3) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, and two (2) persons, at large, who need not be involved with any marine-related activity. The board shall observe Robert's Rules of Order, shall annually select a chairman from its membership and establish its rules of procedure. The board shall have non-voting advisory members, as set forth in section 10-4 herein.

(b) *Term.* The term of all members shall be three (3) years except that the initial terms shall be staggered so that the terms of no more than three (3) members shall terminate in any one year. If a member resigns or is removed for any reason before his or her term expires, the mayor shall appoint a replacement within one (1) month of the vacancy. Said appointment must be confirmed by the city council. Members of the waterways board and its standing committees shall be volunteers who are not compensated.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-3. Authority and responsibilities.

The Gloucester Waterways Board is hereby empowered, and authorized to:

(a) Promote implementation of the City of Gloucester Harbor Plan, dated 1992, and, in cooperation with the appropriate city bodies, amend said plan from time-to-time as

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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn Kirk
RE: Proposed Changes to Gloucester City Ordinance Chapter 10 – Waterways Administration
DT: February 2, 2011

cc: Suzanne Egan, City Solicitor
Peter Bent, Chairman, Waterways Board
Jim Caulkett, Harbormaster

Councilors,

Over the past year, the Waterways Board has put considerable effort and thought into some of the changes they would like to see in the City Ordinance governing Gloucester waterways. Enclosed for your review and approval are the changes recommended by the Waterways Board.

➔ In addition, the Administration has put considerable effort and thought into the recently state-approved Harbor Plan 2009 along with the recently completed Harbor Economic Development Plan. The Harbor economic engine includes reliance on the fishing industry, the broader maritime economy, and the visitor-based economy. The goal at this time is better align the composition of the Waterways Board with harbor economic development and those three key industry segments. Therefore, the Administration proposes the following change to Gloucester City Ordinance Chapter 10, Article I, Section 1-2(a):

- ➔ (a) Composition. The Gloucester Waterways Board shall consist of seven (7) citizens of Gloucester, appointed by the Mayor and confirmed by the city council. The appointees shall include two (2) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, two (2) persons involved in harbor economic development, and (1) person, at large, who need not be involved with any marine related activity.

There are multiple references within the current Ordinance recognizing the need to promote implementation of the Gloucester Harbor Plan (Article I. Sec. 10-3 (a)) and the need to work cooperatively with the Tourism Commission, for example (Article II. Sec. 10-22(g)). However, at this time, the Administration believes the Ordinance needs to be updated to become more firmly involved in Harbor economic development. Membership that includes this emphasis will help the city reach this goal.

As always, we look forward to working with the City Council in the coming weeks.

The matter is continued to February 28, 2011.

[Attorney Suzanne Egan left the meeting at this time.]

4. *Memorandum and Information regarding proposed changes to Gloucester City Ordinance Chapter 10-Waterways Administration*

Councilor Tobey stated that they are here to speak about the Waterways Board issues and the subcommittees structure they would address that. He has a brief statement of the Board regarding the composition of the board. He wished for the Administration to come before them as well to discuss their changes.

Mr. Bent read as follows:

"The Waterways board was notified of a potential change to the composition of the Board proposed by the Administration at their monthly meeting in February. Following a brief discussion, it was noted that: "The Administration needs to propose changes to the mission and responsibilities of the Waterways board prior to changing the composition of the Board."

Mr. Bent noted Councilor Tobey was around when they had a similar workshop that involved how the Waterways Board would work with the Police Department and came up with a list of things in common and those more specific to the Board and the Police Department. That has been a working document for about 20 years and both entities seem to be working well together.

Councilor Tobey thought O&A could deal tonight with all the proposals from the Waterways Board as relates to some of the internal workings but suggested that the dialog that the Chair of their Board recommended takes place with the Administration. He encouraged the Administration to redefine the mission. He compared the Waterways Board to the Harbor as the EDIC (Economic Development and Industrial Corp.) is to the industrial park. He felt there is a need for a sharper mission statement that pulls them into a more action-oriented mode in turning the harbor into an economic engine; more moorings, more transient moorings; more access to get service. If that intransigence requires a redefining of the mission statement he wanted to see them do that. They haven't fulfilled their expectations when they enacted that ordinance to get them up in running to get more moorings, more transient moorings and a more welcoming place for visiting recreational boaters. He thought they could accomplish that but need to redefine the Board.

Councilor Curcuru agreed with Councilor Tobey. All of them take votes sometimes which they think would help the entire City.

Tony Gross, Waterways Board member stated they have the DPA which prohibits recreational boating dockage. The discussion is ongoing. The City doesn't own much of the land in the DPA. That is a big stumbling block in the recreational piece.

Ms. Banks added there is 62 miles of water beyond the harbor.

Councilor Tobey stated it is the harbor that people want to come to. If they need the Council or the Administration to help he urged the Board to come to them.

Mr. Gross stated on the amount of moorings, in southeast harbor, there were very few takers.

Councilor Curcuru believed that was because they spread the moorings further apart.

Mr. Gross stated that was done in order to harvest the natural resources there.

Councilor Curcuru expressed his concern that in other communities that there are moorings that are not that far apart.

Mr. Gross stated it is millions of dollars that come into this economy. It was felt if the moorings were closer together in the outer harbor it would be more hazardous.

Ms. Banks stated that one of the things they're trying to do is get a handle on their moorings to increase them without conflicts; they're trying to satisfy both commercial and recreational groups.

Councilor Theken thought they were doing pretty well on the moorings. It is not just for a few. Their local small fishermen are what the port is about. This allows for fishing and "no fighting" and felt the situation had calmed.

Councilor Mulcahey noted there aren't any places to take boats to get parts, for instance. There's not a place to dock.

Ms. Banks pointed out that it is a function of the DPA.

Mr. Bent stated the mooring regulations were written a long time ago, and they've come a long way. The regulations themselves are a tool that the harbormaster really needs. Each mooring is a plus. They've taken all these regulations and "wordsmithed" them so the harbormaster can use them. That department is more sophisticated now. The regulations need to go to the next level. They need this tool tomorrow to be able to run that department with the regulations and the people it is affecting because they're using yesterday's regulations.

Ms. Lowe clarified that the regulations (as posted on the Harbormaster website) are not before O&A. The ordinance amendments to Chapter 10, Article IV are before the Committee.

Councilor Tobey would like to see a comparison of numbers when they started in '94 and now 2011 what is the census of moorings by sector.

Mr. Bent stated they would give them the numbers. When they started there were no transient moorings. This town has been recognized in several publications, and Gloucester is considered to be a friendly port for people to come into. They have a public landing where people can come in and drop people off, and around Cripple Cove as well. They have four places that they're close doing like Cripple Cove. It is hard to get from A to B. They're dealing with properties they don't own.

Ms. Banks stated the big picture is really worth looking at. However, they need to get these changes in place so they can finalize the regulations to mail out renewals by the end of the year. The existing and proposed regulations have been on the website, they had a public hearing last August.

Councilor Hardy heard they need this tomorrow, and considering that the proposed ordinance amendments (to Chapter 10, Article IV) were just introduced to the Council and just got a red-lined copy, she asked how long has this revised version been around.

Ms. Banks stated it was submitted in the middle of November 2010 to the Mayor's office. The renewal permits have gone out. The permittees are coming back to them now. They can't send a letter out about the regulations yet. They can send a letter when it's done.

Councilor Theken stated they wouldn't be ready to do anything yet. She then asked about the Board membership as noted by proposed changes in Sec. 10-2.

Mr. Bent stated they would table that part of the discussion; that it is a separate letter from the Mayor. What is before the Council is what was forwarded to the Mayor (proposed amendments to Chapter 10, Article IV), the November 2010 version. The administration changed Sec. 10-1 and Sec. 10-2.

The Committee recessed at 7:36 p.m.

Councilors Curcuru and Verga left the meeting. There was no longer a quorum of the City Council present.

The Committee reconvened at 7:39 p.m.

Mr. Gross stated the mooring list is 16 pages long now. He discussed some of the issues with transient moorings. They're mindful of managing moorings. Towards the end of the summer they did a mooring inventory and this spring they'll make sure the moorings exist and the boat that should be on it is. In looking into economy of the different mooring fields, they'll see how they can fit more moorings in, and try to avoid controversy. If a permittee buys a bigger boat, they have to come before the Board and have that cleared up, or if they downsized. He assured they're treated equally. On **Councilor Hardy's** inquiry **Mr. Gross** stated they're trying to get more management of the moorings in place.

Councilor Hardy asked regarding a possible conflict with Mr. Gross' recent election as a member of the School Committee.

Mr. Gross stated since the Board is appointed and that the School Committee is an elected Committee it was not a conflict. Attorney Egan had been consulted and stated this was allowed.

Councilor Hardy suggested soon they could do a site presentation for the different water areas.

Moving into the section by section review of the draft changes, **Councilor Hardy** noted in GCO Sec. 10-2 that there should be a reference to the City Charter as having some influence to the composition of the Waterways Board with regard to appointments, and address this at a later time. It also addresses the Waterways Board's "Rules of Procedure". She asked they be filed with the City Clerk's Office, as should all Rules of Procedure. She also asked if everyone on the Board was a year round resident, and was told yes.

Councilor Theken felt it was appropriate to continue Sections 10-1 and 10-2 to their first meeting in April so that the Waterways Board had an opportunity to discuss it fully.

Councilor Hardy noted that on other parts of the Waterways Board ordinance they could go back later and make other changes.

The Board members stated they had no problem with that. Their objective was to put these regulations into the Harbormaster's hands to give him the ability to move forward this spring and early summer.

Ms. Banks stated the mooring regulations are what the boaters and the Harbormaster use. To make them complete and more user-friendly and clear it came to parts where they wanted to quote the code but they couldn't because they had to clean it up first. She and Mr. Bent and Mr. Gross also assured that public landings are still public landings. In Section 10-4 they're proposing to reduce the subcommittees from three to two; to roll safety into finance and have three members on each subcommittee and propose the Chair of the Waterways Board to be able to be an alternate.

Mr. Bent added in 1994 it worked on paper but not after 17 years. Safety is an issue but operations and finance can more than handle duties of safety, and they have a fall back situation.

Mr. Gross pointed out there are several other members of the community involved.

Ms. Banks stated when she was first on the board she was chair of the public facilities committee.

Someone from DPW, Tourism and Public Landings are supposed to be on the committee. The tourism person never came. She would like to have three advisory people come to the meeting. There isn't a public landings person any more. There could be someone who could be chosen by the Administration,

Councilor Hardy pointed out the Mayor would be the one to appoint someone and a member of the Tourist Commission as needed.

Mr. Bent responded if the Board is discussing something related to tourism they would invite them. Some of what they discuss can be mundane to an outside person.

Mr. Gross felt they need someone representing tourism.

The Committee eliminated "as needed" for that tourism person in 10-4(c).

Councilor Tobey left the meeting at 8:09 p.m.

Ms. Banks stated they would take out all the "as needed" references within all sections. Section 10-5(d) was now city owned commercial marinas. Section 10-22(i) they would insert city owned versus public. In Section 10-23 fix the spelling of the word "judgment". 10-40(d) same "city owned commercial". Section 10-51 Regulation of moorings, (c) has a great many changes. She passed out "blue line" copies of the current regulations (document received and on file). The dates of mooring applications were restrictive and should be able to come in any time of the year to apply. Mr. Caulkett has no numbers on his forms. There was a typographical error also corrected and found that having a date of the last day of the month as a deadline caused the Harbormaster's office a great deal of issues if it fell on a Sunday. They requested it be the last business day of the month and then the waiting list posted at the City Clerk's office would be once a year. They now have a simple explanation regarding applications and fees. No fees are being changed. They like to quote the Code of Ordinances in their regulations to clarify their regulations. This is all code they are looking at. In 10-51(d) they have always had personal, transient (these are owned by marinas for example) and public moorings. They thought the public moorings should be called city moorings. The use of the word "public" is confusing. These are moorings that are for use by the Fire Department, Police, and Harbormaster. To call them public mooring is misleading.

Councilor Hardy asked they be called "municipal" instead.

Mr. Bent stated they were approached to provide moorings for the high school adventure program. They needed a way to put those moorings to have them available to them. They couldn't call them public moorings but could call them city moorings. This is for an option if the city needed it for specific

purposes. If there was a need for a purpose of commerce, they need the ability to say that it is a 'special purpose'. This is then in the control of the Harbormaster.

Councilor Hardy asked if referring to moorings as "city" or "municipal" would have an added liability. **Ms. Lowe** didn't think that would be the case.

Mr. Bent stated the ordinance allows for this type of mooring. It was agreed they would use "municipal". In subsection (e) it would be used as "municipal" as well. Fees would be inserted into the ordinance. They felt 10-51(e) needed to be reworded so that it is clear what the permit holder's responsibilities are. All agreed this was clearer. Section 10-54 also has "city owned" versus public.

Ms. Banks would create a revised copy of the Code of Ordinances, Waterways ordinance, sections 10-3 through to the end for the next O&A meeting.

- **GCO Chapter 10 – Waterways Administration Section 10-3 to the end is continued to February 28, 2011.**
- **GCO Chapter 10 – Waterways Administration Section 10-1 and 10-2 is continued April 4, 2011.**

5. CC2011-006 (Mulcahey) Amend GCO Chapter 21 "Streets" by adding new Section 21-18(b)
Re: private snow contractors

Councilor Mulcahey asked that CC2011-006 be withdrawn without prejudice after a brief discussion.

By unanimous consent, CC2011-006 is withdrawn without prejudice.

6. City's submission to the EPA on the Public Comment: Tentative 201(h) Waiver Decision Document; Draft NPDES Permit (referred from City Council 02/08/11)

This matter is tabled.

A motion was made, seconded and voted unanimously to adjourn the meeting at 8:43 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING:

- "Exhibit A": Mitigation Rates based on Per Hour provided by Deputy Fire Chief Stephen Aiello
- Statement read by Peter Bent for the record by the Waterways Board
- "Blue-Line" copy of Waterways Board ordinance.



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER:	#CC2011-008
Councillor	Jackie Hardy

DATE RECEIVED BY COUNCIL:	02/15/11
REFERRED TO:	O&A
FOR COUNCIL VOTE:	

ORDERED that O&A take up the matter of creating language for a ballot question to appear on our next municipal ballot reflective of the recently enacted Water Ordinance and the pending Home Rule Petition related to same that has been fostered through the Council with the assistance of WHO DECIDES.

Jackie Hardy
Councillor - Ward 4

**CITY OF GLOUCESTER
TRAFFIC COMMISSION**

**A meeting was held on Thursday, April 21, 2011 at 6:00 p.m.
in the third floor conference room at Gloucester City Hall.**

The meeting was opened by Chairman Robert B. Ryan at 6:00 p.m. Also attending were members Larry Ingersoll and Robert Francis, City Councilors Jackie Hardy and Ann Mulcahey, Mark Cole from the DPW, Munsey Lane resident Glen Deckert and #6 Oak Street residents Matt & Diane Sullivan.

AGENDA

The following was TABLED at our last meeting:

Order #CC2011-009 (Councilor Mulcahey) Ordered that the GCO Sec 22-287 (Handicapped Parking) be amended by **ADDING:**

One (1) handicapped parking space in front of #6 Oak Street

*(March Meeting) As a result of neither the requestor who was notified by US Mail nor a representative to speak on his behalf present to state the reasons for the request, as is the customary procedure established by the Traffic Commission, a motion was made, seconded and passed by a vote of 3 in favor, 0 opposed to **table** Order # CC2011-009 to the next regularly scheduled meeting of the Commission.*

(APRIL MEETING) After speaking to the family of the requestor and Councilor Mulcahey, a MOTION was MADE, SECONDED and PASSED to APPROVE the Order as requested. The sign should be placed in front of #6 Oak Street. The street is restricted to parking on one side only and #6 is on the parking side.

NEW ORDERS

Order #CC2011-011 (Councilor Verga) Ordered that the Traffic Commission review the traffic flow of the four-way traffic areas of Lexington Avenue, Fuller Street and Flume Road and report their

recommendations to the City Council via the O&A Committee as to whether additional stop or yield signs are needed.

After a review of the 4 way intersections in the area, the Traffic Commission has recommended that the following be considered to make those intersections safer. The ward Councilor should put forward orders to enact these recommendations.

A STOP sign be added to the northeast corner of Fuller Street where it meets Norman Avenue.

A STOP sign should be placed at the southwest corner of Raymond Street where it meets Shore Road.

(These new 'STOP' signs would replace the current 'Yield' signs at this intersection.)

This is in the Magnolia Square intersection that currently has 2 Stop and 2 Yield intersections. The TC feels that a 4-way Stop would make for a safer intersection.

A STOP sign be added to the northeast corner of Lexington Avenue where it meets Hesperus Avenue.

A STOP sign be placed at the southwest corner of Hesperus Avenue and Lexington Avenue.

This is a recommendation for a 4-way Stop intersection where Lexington Avenue meets Hesperus Avenue. Currently, the STOP intersection is for vehicles traveling on Lexington Avenue and could be confusing. A 4 way STOP makes this intersection safer.

The TC found that the 4 way intersections at Flume Road and Lexington Avenue and Hesperus Avenue and Fuller Street are fine the way they are now.

Order #CC2011-015 (Councilor Mulcahey) Ordered that the GCO Sec. 22-283 (Bus Stops & Taxi Stands) be amended by

ADDING: Railroad Avenue, northerly side, three spaces at a point beginning at the east entrance to 33 Railroad Avenue, for a distance of 80 feet AND one space at a point 200 feet in an easterly direction for a distance of 30 feet adjacent to the MBTA train platform.

After a discussion and speaking to Councilor Mulcahey, a MOTION was MADE. SECONDED and PASSED to APPROVE the Order as requested.

The original Order for this location(May 2006) was temporary and has expired. This would make the restrictions permanent.

Order #CC2011-016 (Councilor Hardy) Ordered that the GCO Sec 22-292 (Fire Lanes) be amended by

ADDING: after reference to Munsey Lane as a designated fire lane "traffic calming devices or measures shall be used to assure the safety of this street as a fire lane".

(Background) This order seeks to control excessive traffic on this designated fire lane and should include fire dept. review.

Through use of the JAMAR recorder, the TC has learned that approximately 77 cars have used this road in a 2 1/2 day period. None of those vehicles traveled above 20 MPH. The 85th percentile was 17 MPH. Speed bumps or 'calming devices' can not be installed on a city owned road, regardless of it being public or private. Other options discussed were:

Blocking the road off at the center. The Fire Department would be against this and if instituted, the ends of the road would have to be renamed to coincide with the city's 911 program. It is believed that residents would also be against this plan.

Raising the sidewalk and curb at one end. This was not recommended as it makes the street a 'Dead End' with access only from one end. The only possibility the TC would be in favor of would be to make the street 'One Way' in the direction that the fewest cars use.

After speaking to a resident and Councilor Hardy, at this time the TC made a MOTION which was SECONDED AND APPROVED to TABLE this matter. A longer study with the JAMAR recorder will be done and more input from residents should be gathered.

Order #CC2011-017 (Councilor Mulcahey) Ordered that the GCO Sec. 22-287 (Handicapped Parking) be amended by ADDING:

One handicapped space in front of #25 Perkins Street.

The handicap placard has not been received yet and no one was present at the meeting to speak for the requestor. A MOTION was MADE, SECONDED and PASSED to TABLE this Order.

Order #CC2011-018 (Councilor Hardy) Ordered that the GCO Sec. 22-287 (Handicapped Parking) be amended by ADDING:

One handicapped parking space in front of #39 Mt. Vernon Street.

After a discussion, a MOTION was MADE, SECONDED and PASSED to APPROVE the Order as requested. The sign can be placed in front of #39 Mount Vernon Street.

Chairman Ryan showed the members how the JAMAR recorder works and the information that can be gathered from using it. It is a valuable piece of information for both the Traffic Commission and the Police Department and the TC would like to thank the City and Police Chief Michael Lane for getting this piece of equipment.

ROBET B. RYAN Chairman

LARRY INGERSOLL Secretary



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER:	#CC2011-009
Councillor	Ann Mulcahey

DATE RECEIVED BY COUNCIL: 03/08/11
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the GCO Sec. 22-287 entitled "Disabled veteran, handicapped parking" be amended by adding:

one (1) handicapped parking space in front of Oak Street #6

And further

Ordered that this matter be referred to the Traffic Commission and the Ordinances and Administration Committee for review, recommendation and measurements.

Councillor Ann Mulcahey
Ward 2



**CITY OF GLOUCESTER 2011
CITY COUNCIL ORDER**

ORDER: Councillor	#CC2011-011 Greg Verga
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DATE RECEIVED BY COUNCIL: 03/22/11 REFERRED TO: TC and O&A FOR COUNCIL VOTE:

ORDERED that the Traffic Commission review the traffic flow of the four (4) way traffic areas of Lexington Avenue, Fuller Street and Flume Road and report their recommendations to the City Council via the Ordinance and Administration Committee as to whether additional stop or yield signs are needed, and further

ORDERED that the City Council amend GCO Sec. 22.269 "Stop intersections" and/or amend 22.269.1 "Yield Intersections", if necessary, to reflect the results of the Traffic Commission recommendations.

Councillor Greg Verga
Ward 5



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER: Councillor	#CC2011-013 Bruce Tobey
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DATE RECEIVED BY COUNCIL: 03/22/11 REFERRED TO: O&A FOR COUNCIL VOTE:
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ORDERED that the O&A Committee work with the Administration to develop and implement a performance management system which allows the City to collect and use timely city data to inform decision making and to track implementation of such decisions and to publicly share such performance data.

Background : This Order seeks to create an IT tool similar to the SomerStat program used in the City of Somerville

Councillor Bruce Tobey

Dated: 2/14/11

Fire Department Cost Recovery Program

Section 8-26 Established

Due to increased cost of responding to emergencies and the fact that most insurance policies provide coverage for the payment of emergency services, the City authorizes the Fire Department to adopt a method to bill for the reasonable costs related to the use, loss, damage and wear and tear to the Fire Department apparatus tools, equipment and material necessary to provide fire services and 911 responses.

Section 8-27 Scope

Whenever the Fire Department provides fire operation services arising out of a motor vehicle crash, fire or a structure fire arising out of the negligent, reckless or malicious actions of owners or operators of motor vehicles or structures, the Fire Chief or designee shall send an invoice to the owner, occupant or other party for the cost incurred in performing fire operation services.

Section 8-28 Third Party Liability

In any case in which a person is liable for the costs, and such liability arises as a result of that person's actions within the scope of their employment, then any person or entity employing such person shall also be liable for such costs.

Section 8-29 Costs

A schedule of costs for services shall be adopted by the City. The schedule may be amended from time to time.

Section 8-30 Procedure for Recovering Costs

The Fire Chief or designee may create appropriate procedures to recover the costs. The department shall use applicable incident report information provided to the service provider as the basis for the charge and recovery of the costs for each incident to be billed. There shall be no procedure which allows for cost recovery directly from individuals.

Section 8-31. Collection of Fees

Any invoices created pursuant to this ordinance shall be paid within 30 days of receipt. If not paid, the City may pursue all collection remedies available.

Section 8-32 Liability Generally

The recovery of the charges imposed under this ordinance does not limit or establish the liability of a party under any other local ordinance, state or federal law, rule or regulation.

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Jim Duggan, Chief Administrative Officer
FROM: Michael Hale, Director of Public Works
DATE: 14 March 2011
SUBJECT: Public Works Reorganization for FY12

The existing Public Works organizational structure has been in place for many years. Over the past few years, many of the positions have been vacated through retirement or those seeking employment elsewhere and for budgetary reasons, these positions have not been filled. The Department has seen its management personnel decreased from a high of eleven to a low of four. During this same period of time, the needs of this community have grown, along with the expectations of higher service standards and responsiveness. During my three years as Director, I have made every effort to increase accountability, foster relationships with other departments, plan and schedule work, all in the name of providing an improved service to Gloucester. The proposed changes to our organizational structure are designed to further enhance the service we provide.

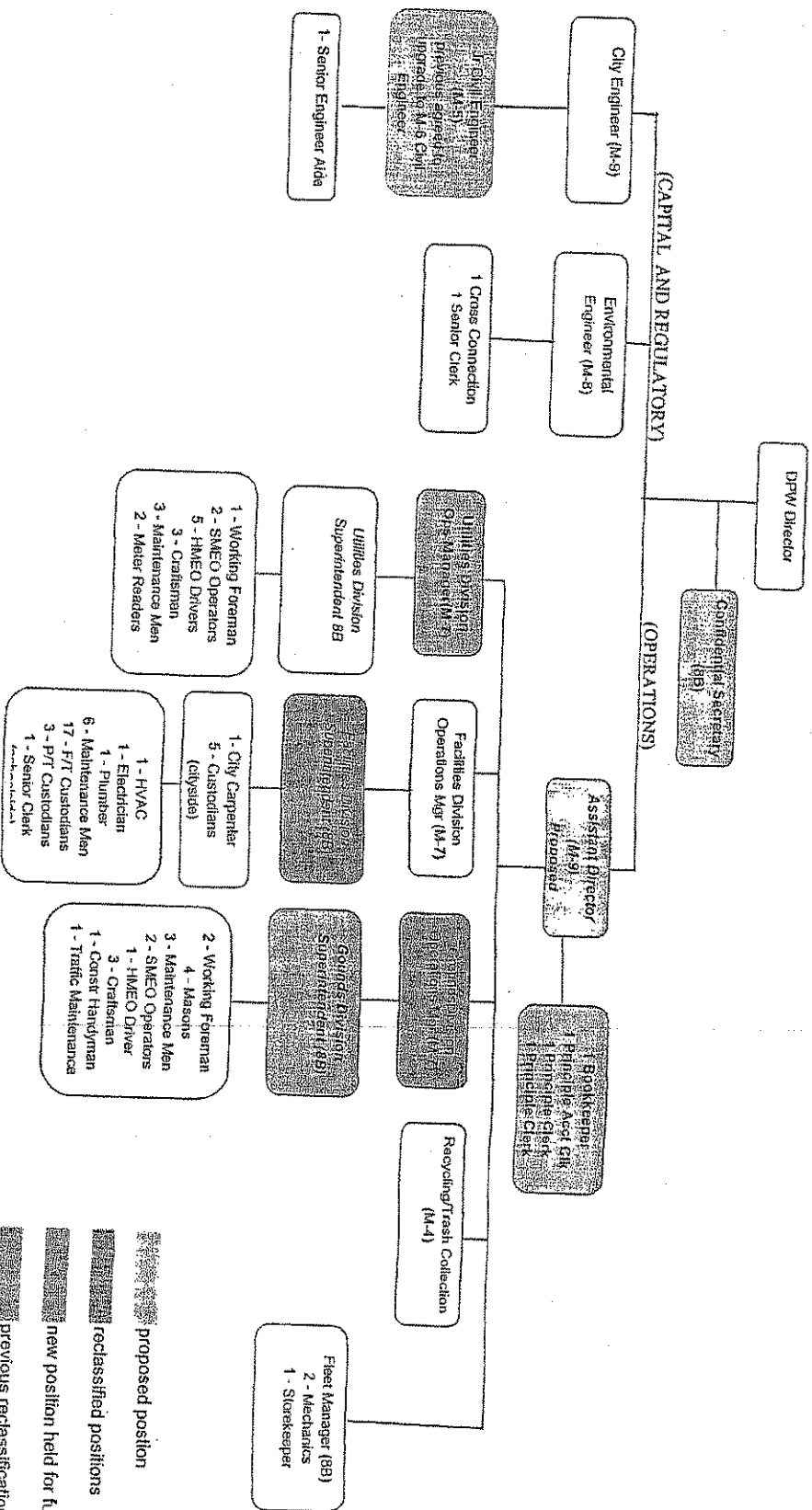
The most notable change to this organization is the creation of an Assistant Director of Public Works. Other major departments, such as, Police, Fire, and Public Schools have successfully distributed responsibilities through an assistant to the department heads. The current structure has no clear second in charge or authority for decision making. This position will have daily contact with the Director, Public Works business office, division managers and labor staff. In the absence of the Director, for personal, medical or professional leave, the Assistant will be the point of contact for the department.

The attached proposed reorganization chart illustrates how a number of positions; management, labor and clerical are reclassified to better reflect their existing job responsibility. These reclassifications take into consideration an increase in work responsibility as a result of a number of factors, such as: regulatory compliance, city-school merger, division alignment, and increased personnel. Positions subject to reclassification include: Utility Operations Manager, Confidential Secretary, Grounds Superintendent, Facilities Superintendent, Senior Bookkeeper, Senior

Accounting Clerk, Principle Clerk and Senior Clerk. The proposal also intends to create, but not fill a management position for Grounds Operations Manager.

This reorganization proposal recognizes section 7-2 of the Charter and respectfully requests this proposal, along with the supplemental information is forwarded to the City Council for their review. I am available to answer any specific questions.

Attachment to Memorandum from DPW Director,
Michael Hale dated 14 March 2011



proposed position
reclassified positions
new position held for future hiring
previous reclassification agreement - existing position

CITY OF GLOUCESTER

Job Description

DRAFT

Title: Assistant Director of Public Works

Supervisor: Director Department of Public Works

Grade: M9

Position Status: Permanent, full-time

Civil Service: Provisional

Union: GMAA

Supervision

Exercised: Under the supervision of the Director of Public Works has direct oversight of the Operations Manager of Utilities, Operations Manager of Facilities, Grounds, Fleet, Recycling, and Business Office Divisions of the Department of Public Works.

Responsibilities:

Works under the direction of the Director of Public Works to provide direct oversight to the Utilities, Facilities, Grounds, Fleet, Recycling, and Business Office Divisions of the Department of Public Works; works with the Director of Public Works to provide City Council with all necessary and appropriate information on projects; responsible for the work request and work order system; prepares specifications for work to be done under contract; inspects the construction, repair and renovation of work under contract; develops and implements equipment and systems preventive maintenance programs; assists in preparation of the annual budget

Duties:

- As an integral part of the Department of Public Works Management team, may assume additional responsibilities assigned by the Director. Coordinates utilization of equipment and staff resources as needed; advises the Director when projects cannot be handled in-house.
- Duties include the planning and coordination of programs, troubleshooting problems regarding building maintenance and repair, inspecting equipment, construction and repair work and preparing bid proposals.
- Coordinates a continuing program of staff training and development and maintenance functions for all DPW facilities.
- Under the supervision of the Public Works Director prepares annual budget and Capital Improvement Plan.

- Works with Facilities Operations Manager to oversee and coordinate the scheduling of facility maintenance and repairs. Ensures contractor compliance with both project specifications and budget project costs.
- Oversees the day to day operations of the DPW Business Office
- Attends meetings regarding employee and public safety; makes recommendations and follows through with safety improvements.
- Arranges purchases and bid specifications in conjunction with Purchasing Department
- Reviews, on a regular basis, all building security precautions and procedures and recommends additions or changes as needed.
- Maintains a professional management structure that is customer service oriented
- Performs such other duties and responsibilities as may be assigned by the Director of Public Works

Qualifications:

- Ability to develop and maintain effective working relationships with the public, employees, other City departments and contractors.
- Ability to maintain accurate records and to write reports; must be computer literate, understand GIS, and able to operate existing programs.
- Strong oral and written communication skills.
- Demonstrated ability to supervise others.
- Ability to assess problems and follow through to project completion.
- Ability to plan, organize and direct long range plans and specific work projects.
- Massachusetts Class D Drivers License required.

CITY OF GLOUCESTER

Job Description

DRAFT

Title: Operations Manager - Utilities Divisions

Supervisor: Assistant Director of Public Works

Grade: M7

Civil Service: Provisional

Union: GMAA

Supervision Exercised: Supervises Utility Foreman and work crews relative to water, sewer, drain work and the Meter Readers.

Responsibilities: Responsible for the operations and maintenance of both the water distribution system and the wastewater collection system, the collection of data needed for the quarterly water/sewer readings, and the process of water/sewer abatement requests. Supervises and schedules all divisional employees, and schedules and verifies contractor work. Establishes and maintains monthly budget cost analysis and "job tracking".

Duties:

- ♦ Coordinates utilization of equipment and staff resources as needed; advises DPW Director when projects cannot be handled in-house.
- ♦ Assists the DPW Director by planning and coordinating specific work projects; troubleshooting problems regarding utility operations by assigning work; providing follow up communications as needed to City residents and public officials.
- ♦ Enforces all relevant safety standards and City/Department policies.
- ♦ Prepares annual operating and capital budgets; develops specifications to procure supplies and services; ensures contractor compliance with both project specifications and budgeted project costs.
- ♦ Directs employee training and evaluates performance of subordinates.
- ♦ Oversees meterization and facilitates technological upgrades; oversees quarterly water and sewer billing scheduling and construction updating program.
- ♦ Processes all abatement requests.
- ♦ Any other duties as assigned by the Director of Public Works

Qualifications:

- ♦ Bachelor's degree in Construction Management, Civil Engineering or other appropriate discipline required.
- ♦ A minimum of ten years experience in the construction industry, preferably in the construction of water and/or sewer systems.
- ♦ A minimum of five years supervisory experience in the construction field.
- ♦ Ability to plan, organize and direct multiple projects at a given time.
- ♦ Excellent supervisory and communications skills.
- ♦ Ability to read and build from construction plans.
- ♦ Ability to maintain records and prepare reports.
- ♦ Knowledge of environmental regulations germane to public construction.
- ♦ Ability to interact successfully with other employees, vendors, and other internal/external agencies and departments.
- ♦ Grade II Water Distribution License preferred.
- ♦ Valid Massachusetts driver's license.

City of Gloucester

Job Description

DRAFT

Title: Grounds Division Superintendent

Supervisor: Grounds Division Operations Manager/Assistant DPW Director

Grade: 8B

Civil Service: Labor Service

Union: AFSCME-A

Supervision Exercised: Supervises and works with a group (normally ranging from 8 - 10 parks maintenance men and craftsmen). Supervises and assigns work to seasonal work crews of up to 15 students and employees.

Duties:

- Assigns projects to crew members and follows up to ensure timely and professional completion of assignment.
- Performs miscellaneous manual tasks requiring the highest degree of skill in the maintenance and care of recreations areas, athletic fields, parks, and playgrounds. Performs grounds maintenance duties, plants, seeds, rakes, fertilizes, grades, cuts, waters and trims fields and park areas; performs skilled mechanical repair of power mowers, tractors, and other equipment; constructs and repairs chain link fences, benches, grandstands, playground apparatus such as seesaws, slides, and swings; performs other general duties such as painting, trimming trees and bushes, setting up and lining athletic fields, operating motor equipment in connection with such duties and other related manual duties.
- Will perform beach maintenance to include but not limited to clearing of the beach, boardwalk repair, bridge repair, fence repair and construction, and concession repair. Also will perform maintenance at public landings including, but not limited to ramp repair, dock and float repair, and fence construction and repair.
- Will evaluate and make recommendations on the condition of city shade trees. Will perform some skilled manual labor in connection with the general care of trees. May cut, repair, and trim as necessary.
- May perform a variety of skilled tasks in the care and maintenance of cemeteries. Duties will include, but not be limited to, maintenance of lawns, flower beds, foundations, and stone straightening.
- Makes work assignments, enforces safety regulations, maintains discipline, orders supplies and equipment, and reviews work of the crew assigned to him/her during progress and upon completion for compliance with instructions and conformance with accepted trade practices.
- Coordinates utilization of equipment and staff resources for the maintenance and repair of all public facilities and buildings.
- Will perform miscellaneous maintenance and repair tasks on municipal buildings and property.
- All above duties will require the individual to supervise a crew of workers at various times.
- Other duties as assigned.

Qualifications:

- Extensive training and experience in the field of arboriculture; Certified arborist preferred

- Five years experience with application of fertilizer, fungicides, and pesticides
- A minimum of 5 years responsible work experience demonstrating technical skills and knowledge of parks and recreation field maintenance techniques, including grading.
 - Demonstrated ability to supervise and provide working guidance and leadership to other crew members.
 - Demonstrated strong work ethic and standards.
 - CDL license required.
 - SMEO Class C license.
 - Ability to perform heavy physical labor, to lift up to 50 lbs, and to work in adverse weather conditions.
 - Ability to provide leadership to other workers, and to enforce work and safety standards.
 - Drug/Alcohol screening is a condition of employment.

Personnel: Grounds Division Superintendent11

CITY OF GLOUCESTER

Job Description

DRAFT

Title: Confidential Secretary to DPW Director

Department: DPW

Supervisor: DPW Director

Grade: 8B

Civil Service: Yes, Official Service

Union: N/A

Responsibilities: This position is responsible for coordinating all constituent service issues in the Department of Public Works, serving as liaison with the Mayor's Office, City Councilors, other governmental officials, various state agencies, contractors, DPW employees, and the public. Coordinates all administrative functions, assists with supervision of clerical staff, and enforces established policies and procedures.

Duties:

- Routinely screens telephone, correspondence, and walk-in inquiries from the public, City officials and DPW staff on behalf of the Director.
- Assesses situations and/or requests and takes appropriate action in resolving problems, answering inquiries, or referring business to the Director or other departmental staff.
- Processes payroll.
- Contacts work crews as needed and insures follow-up on all constituent service requests.
- Communicates either verbally or in writing with requesting party once work is completed.
- Drafts correspondence as needed
- Supervises the completion of all clerical tasks in the department and develops new office system as needed.
- Performs all business office functions in the absence of other staff.
- Routinely communicates with Personnel Department on all policies and procedures.
- Supervises the preparation and distribution of all DPW permits and applications.
- Assists the Director with budget preparation and monitoring.
- Assists with contract monitoring and lease updates.
- Routinely communicates with state DPW regarding maintenance and repairs of state roads and bridges, signs, and property.
- Communicates with outside utilities for street lighting, street openings, permits, and billing.
- Maintains all files including confidential correspondence, union records, city vehicle records, and emergency plans.

Qualifications:

- Associate's Degree in business, clerical studies, or 5 years equivalent advanced training or responsible office experience.
- Five years of increasingly responsible work experience in the clerical field, including systems development, and work as executive secretary.
- Demonstrated knowledge and proficiency in computer software, spreadsheets, word processing, typing, and all business office functions.

- Demonstrated proficiency with the preparation and monitoring of complex budgets.
- Strong interpersonal skills, including tact, diplomacy, and discreet, effective working relations with personnel on all levels, including governmental officials, department heads, employees and the public.
- Ability to work well independently, to take initiative and to supervise.
- Demonstrated skills in problem-solving and decision making according to established policies and procedures.
- Knowledge of City operations and Public Works functions.
- Other duties as assigned.

Personnel: Confidential Secretary DPW11

CITY OF GLOUCESTER

Job Description

DRAFT

Title: Senior Bookkeeper

Department: DPW

Supervisor: Assistant DPW Director

Grade: 8

Civil Service: Provisional

Union: AFSCME

Supervision Exercised: May provide working guidance to clerks, interns and volunteers.

Responsibilities: Under supervision, performs accounting clerical work of more than ordinary difficulty and individual responsibility for all City and School facilities. Work involves general familiarity with office processes and detailed knowledge of book keeping practices and requires individual judgment in the carrying out of established procedures and in the application of provisions of the law and regulations to such functions as the preparation of payrolls, recording allotments and expenditures, maintaining records of purchases, balancing books and compiling reports to show receipts, expenditures, accounts payable and receivable.

Duties:

- Coordinates all department wide accounts used by DPW managers through written and computerized ledgers for all DPW budget accounts (approx. 20 million dollars). Distributes information to all necessary personnel through reports and processes all transfers requested by Director. Balances accounts as needed.
- Tracks all purchases orders for all DPW divisions, including initiating all requisitions for purchase orders, entering requisitions, maintaining routine communication with Purchasing Department.
- Tracks all contracts for all DPW divisions. Coordinates contract addendums, multi year certifications, etc.
- Processes all payments to vendors, including all utility bills. Handles all expenditures in enterprise fund accounts, including: Utilities, Filtration, Beach and Recreation, and Solid Waste. Processes all division accounts (Public Services, Facilities, Grounds, Central Service, and Administration) as well as assorted accounts including Chapter 90, Snow and Ice, FEMA, Capital Improvement, Highway Force, etc. Assumes responsibility for all end of year carry overs.
- Processes payroll from division accounts. Directly processes and approves biweekly payroll, calculates snow and ice overtime, longevity payments, etc. May provide working guidance to other departmental staff on payroll issues.
- Processes miscellaneous revenues by depositing tree account donations, court payments for damages, etc
- Assists as needed with other office duties, such as ordering supplies, helping with water bills, telephone and walk-in communications involving all DPW activities such as snow emer-

gencies, trash and recycling questions, water and sewer problems, contacting workers on radio, etc.

- Any other duties as assigned.

Qualifications:

- High school graduate with advanced coursework in bookkeeping or accounting systems.
- A minimum of five years work experience in bookkeeping with demonstrated knowledge of and ability with figures and accounting systems.
- Demonstrated computer spreadsheet skills.
- Ability to work accurately, independently, and with a considerable degree of decision-making responsibilities.

Personnel: Bookkeeper11

City of Gloucester

Job Description

DRAFT

Title: Account Specialist

Department: DPW - Utilities Division

Supervisor: Assistant Director of Public Works

Grade: 8

Civil Service: Provisional

Union: AFSCME A

Responsibilities:

Highly responsible clerical and supervisory work as principal account clerk and utility registrar; related work as required. Performs complex clerical duties with a considerable degree of independent, decision-making judgments while under supervision of administrator.

Duties:

- ♦ Examines documents for correctness, prepares warrants, commitments and other documents
- ♦ Compiles any number of different types of statistics; posts and maintains utility related records.
- ♦ Performs related bookkeeping/accounting functions: prepares payrolls and maintains personnel records; receives receipts for municipal services and forwards checks to Treasurer's office; maintains and updates water/sewer files.
- ♦ Provides information to public and answers telephone queries pertaining to all DPW functions.
- ♦ Requisitions office supplies, and performs sorting and mailing duties.
- ♦ Inputs all information pertaining to utility billing and records and performs other clerical duties as required.
- ♦ As Principal Account Clerk, provides working guidance to a small clerical unit in the DPW business office on an ongoing basis.
- ♦ Communicates routinely with the general public, contractors, developers and Collector's office.
- ♦ Maintains day to day financial records and transactions. Prepares initial and summary reports monthly for Auditor's and Collector's offices based upon records maintained.
- ♦ Work includes final utility bills for realtors, Title V information for homeowners and contractors, billing and committing of utility bills, updating records to reflect new owners, mailing addresses and new sewer tie-ins, tracking changes from fixture to meter, makes necessary address changes, and keeps records of replacement meters.
- ♦ Assumes responsibility for records, maps and sketches relating to water main services, gates, valves, hydrants, meters, applications for new water or sewer connections, abatement of charges, billings for special services, overtime services and additional services for all divisions.
- ♦ Coordinates office work of the department with other officials, departments, and both internal and external agencies.
- ♦ Any other duties as assigned.

Qualifications:

- High School graduate with advanced course work in accounting systems. Associates degree preferred.
- ♦ A minimum of five years of progressively responsible clerical experience, including guiding other clerical employees.
- ♦ Thorough knowledge of office practices and procedures and of public works administrative methods. Knowledge of all Utilities Division practices.
- ♦ Thorough knowledge of computer hardware and software related to utility operations.
- ♦ Ability to plan, assign and supervise the work of others.
- ♦ Ability to keep complex records and prepare periodic reports.
- ♦ Ability to interact with people appropriately and effectively.

Personnel: PrincipalAcctClerk11

City of Gloucester

DRAFT

Job Description

Title: Head Clerk

Department: Department of Public Works

Supervisor: Assistant DPW Director

Grade: 6A

Civil Service: Provisional 0301D

Union: AFSCME B

Supervision Exercised: May provide working supervision over a small number of employees.

Responsibilities:

Performs complex clerical work requiring a high degree of decision making and knowledge of the functions of the division; examines documents for correctness; prepares forms and other documents; compiles any number of different types of statistics; posts and maintains general records; may maintain double-entry books of account; works with payrolls and pay computation; maintains files; gives information to public, requisitions office supplies; does sorting and mailing.

Duties:

- Assists the Bookkeeper with invoice processing, entry, purchase order initiation, etc.
- Assists Operations Managers with any clerical/secretarial functions as needed
- Routinely screens telephone, correspondence, and walk-in inquiries from the public
- Drafts correspondence as needed.
- Processes divisional payroll.
- Performs filing and other clerical services.
- Any other duties as assigned.

Qualifications:

- High school graduate with five years of progressively responsible clerical experience
- Expertise in office related software programs
- Thorough knowledge of office practices and procedures
- Knowledge of purchase, invoice, and requisition procedures

- Strong interpersonal skills. Must display tact, diplomacy and discretion to effectively deal with City staff, officials, and the general public
- Good written and verbal communication skills
- Ability to handle a variety of tasks and projects independently

Personnel: HDCLK11

City of Gloucester

Job Description

DRAFT

Title: Principal Clerk

Department: Department of Public Works

Supervisor: Assistant Director of Public Works

Grade: 6

Civil Service: Provisional

Union: AFSCME

Supervision Exercised: May provide working supervision over a small number of other clerical employees.

Responsibilities: Performs standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department; works with the Principal Account Clerk processing utility bills; examines documents for correctness; prepares forms and other documents, compiles any number of different types of statistics; posts and maintains general records including cemetery records; works with payrolls and pay computation; receives receipts for municipal services; maintains files; gives information to the public, does sorting and mailing.

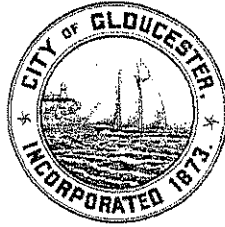
Duties:

- Assists the Principal Account Clerk with all aspects of utility billing.
- Assists Operations Managers with any clerical/secretarial functions as needed
- Routinely screens telephone, correspondence, and walk-in inquiries from the public
- Keeps records on sale of cemetery lots and deeds. Coordinates with funeral directors on plot locations.
- Drafts correspondence as needed.
- Processes divisional payroll.
- Performs filing and other clerical services.
- Any other duties as assigned.

Qualifications:

- High school graduate with five years of progressively responsible clerical experience
- Expertise in office related software programs
- Thorough knowledge of office practices and procedures
- Strong interpersonal skills. Must display tact, diplomacy and discretion to effectively deal with City staff, officials, and the general public
- Good written and verbal communication skills
- Ability to handle a variety of tasks and projects independently

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 19, 2011

Ms. Allyson O'Connor
55 Grapevine Road
Gloucester, MA 01930

Dear Ally:

I am pleased to reappoint you to a six year term on the **Licensing Board**. Your appointment will be sent to the City Council for their meeting of April 26, 2011 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which your appointment will be reviewed.

In order for you to attend and continue to vote at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require any additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Mayor's Report to City Council
Enclosure
CAK/c

EFFECTIVE April 29, 2011

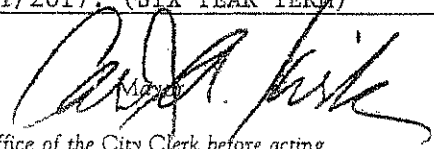
The City of Gloucester, Massachusetts

Dear Allyson O'Connor, 55 Grapevine Road, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
to the LICENSING BOARD _____ of the City of
Gloucester, Massachusetts _____

This is a 90 day temporary appointment. After City Council
approval, term to expire 5/31/2017. (SIX YEAR TERM)

Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

CITY OF GLOUCESTER

Job Description

Title: Assessor

Department: Assessors' Office

Supervisor: Principal Assessor

Grade: M6

Civil Service: Exempt **Union:** GMAA

Supervision Exercised: In absence of Principal Assessor, may supervise Assistant Assessor, clerks and other employees as needed.

Responsibilities: Responsible for numerous administrative, supervisory and professional appraising, assessing, and real valuation functions.

Duties:

- ♦ Assesses real property values with the assistance of other members of the Board of Assessors and periodically revises. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conducts inspections of property, as necessary and appropriate in order to maintain uniform and, full market value on all property.
- ♦ Establishes taxable values for new, remodeled, or enlarged residential, commercial and industrial buildings according to market data, replacement cost, and/or capitalization of the income approach (whichever is applicable).
- ♦ Examines deeds, maps, building plans and permits, personal records and other data to maintain valuation data and to locate all taxable property.
- ♦ Responsible for inspecting the location of new businesses to determine the values of taxable personal property, such as inventory, machinery, and office machinery and equipment.
- ♦ Assists with compiling, analyzing, and the preparation of information for the annual tax classification meeting with the Board of Assessors and City Council.
- ♦ Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Registry of Deeds, Planning Board, Building Inspector, Board of Appeals, and other boards/officials whose actions may reflect a change in value and/or ownership and update assessments and the City's maps as indicated.
- ♦ Investigates requests for abatements and exemptions of property tax. In conjunction with other Board members, decides on abatement and exemption applications. Prepares appraisals and testifies at hearings before the Appellate Tax Board, District and Superior Court.
- ♦ Participates in the preparation of tax rate documentation for state certification.
- ♦ Provides information in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and

procedures, the determination of specific valuations, tax abatements, and exemptions.

- ♦ Supervises the commitment of real estate, personal property, motor vehicle and boat excise, and special assessment tax bills to the Treasurer. Responsible for coordinating the printing of all tax bills in conjunction with the Treasurer and MIS Department.
- ♦ Attends professional meetings, training programs, and seminars to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.

Qualifications:

- ♦ Bachelor's degree in business administration or related field plus five years of general business experience, including or supplemented by training and experience in real estate appraisal
or
high school graduation supplemented by courses in real estate appraisal plus eight years of general business experience, at least two of which involve real estate appraisal;
or
any equivalent combination of education and experience.
- ♦ In accordance with Department of Revenue regulations (840 CMR), required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following election or appointment, except as otherwise provided in the statute. A certificate in municipal assessing, with a designation of either Massachusetts Accredited Assessor (MAA), Residential Massachusetts Assessor (RMA), or certified Massachusetts Assessor (CMA) is preferred.
- ♦ Working knowledge of Massachusetts laws relating to municipal finance and property assessment for tax purposes.
- ♦ Familiarity with alternative formulas for determining assessment on various types of property.
- ♦ Familiarity with real estate styles, materials, and methods of construction.
- ♦ Working knowledge of computerized appraisal systems.
- ♦ Aptitude for working with numbers and details.
- ♦ Knowledge of mapping procedures.
- ♦ Excellent verbal and written communication skills.
- ♦ Ability to interpret considerable data, refine methods and techniques, and maintain detailed and accurate records of decisions.
- ♦ Ability to represent the City effectively and defend the City's position in a variety of situations requiring knowledge, negotiation skill, diplomacy and tact.
- ♦ Demonstrated administrative skills, including ability to provide effective supervision.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 19, 2011

Mr. Steven Phillips
45 Leonard Street
Gloucester, MA 01930

Dear Mr. Phillips:

I am pleased to appoint you as the Conservation Commission's representative on the **Community Preservation Committee**. As you are being appointed to fill the unexpired term of John Feener, your term will expire on February 14, 2012. Your appointment will be sent to the City Council for their meeting of April 26, 2011. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be contacted by the Clerk of Committees as to when to appear.

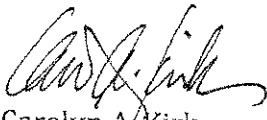
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require any additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Mayor's Report to City Council
Sarah Garcia, Community Development Director

Enclosure

CAK/c

EFFECTIVE APRIL 18, 2011

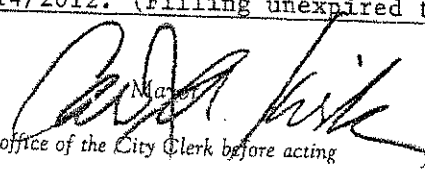
The City of Gloucester, Massachusetts

Dear Steven Phillips, 45 Leonard Street, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
to the COMMUNITY PRESERVATION COMMITTEE of the City of
(Conservation Commission representative)
Gloucester, Massachusetts

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2012. (Filling unexpired term
of John Feener.)

Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

**Chapter XXXX
City of Gloucester
Community Preservation Act**

Section X	Establishment
Section XX	Membership and Terms
Section XXX	Terms of Office
Section XXXX	Authority, Duties and Responsibility
Section XXXXX	Quorum and Voting
Section XXXXXX	Severability

Section X Establishment

There shall be a Community Preservation Committee ("Committee"), in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, MGL chapter 44B, §1, et seq., which shall consist of nine (9) members as follows:

Section XX Membership and Terms

The community preservation committee shall consist of nine (9) members, all of whom shall be residents of the city. Committee members shall be appointed by the Mayor and confirmed by the city council for a period of three years expiring on February 15. Committee shall be composed of the following:

- 1) Four members shall be members of the boards and commission as required by the Community Preservation Act, GL c. 44B section 5 and appointed by the Mayor subject to confirmation of the City Council. If a statutory board or commission no longer functions or exists within the city then the Mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:
 - a) one member of the Conservation Commission as designated by the Commission.
 - b) one member of the Historical Commission as designated by the Commission.
 - c) one member of the Planning Board as designated by the Board.
 - d) one member of the Parks and Recreation Department.
 - e) one member of the Housing Authority as designated by the Authority.
- 2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the Mayor.
 - a) The At-Large members shall include at least one citizen who has expertise or demonstrated interest in open space, at least one citizen who has expertise or

demonstrated interest in recreation, at least one citizen who has expertise or demonstrated interest in historic preservation and at least one citizen who has expertise or demonstrated interest in affordable housing.

- b) To the extent possible the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of this ordinance and shall forward the names to the Mayor. Should a commission or board fail to designate a member for appointment within 45 days, the Mayor shall appoint the member from the general public.

Should a member from a designated commission or board be no longer able to serve on the Preservation Committee, the Mayor shall appoint a successor member.

Section XXX Terms of Office

- 1) The term of office for each member of the Committee shall be three years. No member shall serve more than two terms.
- 2) In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:
 - a. the Historic Commission member, the Conservation Commission member, two At-Large member appointed by the Mayor shall serve for three (3) years;
 - b. the Housing Authority member, the Planning Board member and one At-Large member appointed by the Mayor shall serve for two (2) years;
 - c. the Parks and Recreation Member and one At-Large member appointed by the Mayor shall serve for one (1) year.
 - d. For purposes of this clause, the initial one (1) and two (2) year appointments shall be deemed not to constitute full terms.

Officers:

- 1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.
- 2) A Committee member may serve as chairperson for 2 consecutive years, after which he/she shall not be eligible to be nominated for the same position. However, a two-thirds (2/3) vote of the Committee can waive this provision.

Vacancies:

Any vacancy shall be filled by the respective Board, Commission, Authority or Mayor for the remainder of the unexpired time.

- 1) In the event that a Committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his or her underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.
- 2) All committee members shall serve on the committee without compensation.

Section XXXX Authority, Duties and Responsibility

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the city regarding community preservation. The committee shall consult with the Mayor, the City Council, the Community Development Director, the Housing Authority Director, the Conservation Commission, the Historical Commission, the Zoning Board, the Parks and Recreation Director, the Chair of the Gloucester Housing Trust, Grants Director, Public Works Director and any persons acting in those capacities or performing like duties when conducting such studies.
- 2) As part of its study, the Committee shall hold one or more public information hearings annually on the needs, possibilities and resources of the City regarding the community preservation possibilities and resources, notice of which shall be posted publicly and published for each of the two weeks preceding a hearing in a newspaper of general circulation in the City and published electronically on the city's web site.
- 3) The Committee shall meet as necessary to carry out its duties, but in any fiscal year shall hold no fewer than three (3) meetings.
- 4) On or before November 1st of each year, the Committee shall make recommendations to the City Council for:
 - a. the acquisition, creation and preservation of open space;
 - b. the acquisition, preservation, rehabilitation and restoration of historic resources;
 - c. the acquisition, creation, preservation and support of community housing;
 - d. the acquisition, creation and preservation of land for recreational use; and
 - e. the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
- 5) With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 6) The Committee may include in its proposal to the City Council, a recommendation to set aside

for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund or to set aside for later spending funds for general purposes that are consistent with community preservation.

- 7) The Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L., Chapter 44B, § 11, in anticipation of revenues to be raised pursuant to M.G.L., Chapter 44B, § 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 8) In every fiscal year, the Committee shall recommend that the City Council either spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the following:
 - a. open space (not including land for recreational use);
 - b. historic resources
 - c. community housing
- 9) All recommendations and proposals submitted by the Committee to the City Council shall include the anticipated costs thereof.
- 10) No appropriation shall be made from the Community Preservation Fund without the approval of the City Council.
- 11) The Committee shall submit to the City Council, by March 1st of each year, an annual administrative and operating budget for the Committee for the next fiscal year, which shall not exceed five (5%) percent of that year's estimated annual Community Preservation Fund revenues.

Section XXXXX Quorum and Voting

- 1) Five (5) members shall constitute a quorum for the purpose of convening a meeting and of conducting the business of the Committee.
- 2) The Committee shall approve its actions by a majority vote of the quorum.

Section XXXXXX Severability

In the event any part of this Ordinance is for any reason declared invalid or unconstitutional by any court, the remainder of this Article shall continue in full force and effect.

RECEIVED

APR - 4 2011

Mayor's Office

March 31, 2011

Ms Carolyn A. Kirk
Mayor of the City of Gloucester
9 Dale Ave
Gloucester, MA 01930

Dear Mayor Kirk,

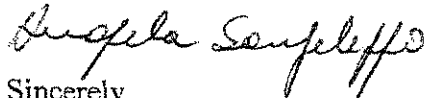
I apologize for not responding to you sooner I have been sick.

I sincerely want to thank you for inviting me to serve on the Gloucester Fisheries Commission.

I am pleased to inform you that I have decided to accept your invitation to serve on the Gloucester Fisheries Commission.

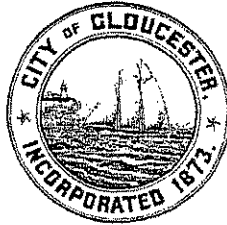
For the last thirty three years I have served and represented the Gloucester Commercial Fishing Industry locally, regionally, nationally and internationally. It is my hope that after so many years of enduring many sacrifices the Gloucester Commercial Fishing Industry can still prosper and continue for ever. The work of the Commission will be very important to achieve those hopes.

If you need to reach me I could be reached at 978-282-4947.



Sincerely,
Angela Sanfilippo

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 4, 2011

Mrs. Angela Sanfilippo
3 Beauport Avenue
Gloucester, MA 01930

Dear Angela:

Thank you for your interest in serving on the City of Gloucester's **Fisheries Commission**. I have issued you a 90-day temporary appointment to serve on this committee. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their April 12, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Fisheries Commission. I truly appreciate the hard work and dedication you and your colleagues on the revived Commission will offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Enclosure
CAK/c

EFFECTIVE APRIL 4, 2011

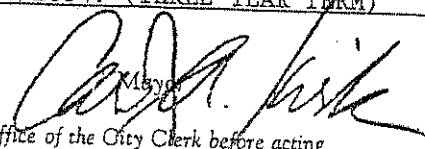
The City of Gloucester, Massachusetts

Dear Angela Sanfilippo, 3 Beauport Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
to the FISHERIES COMMISSION _____ of the City of
Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2014. (THREE YEAR TERM)

Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

RECEIVED

APR - 1 2011

Mayor's Office

March 31, 2011

Ms Carolyn A. Kirk
Mayor of the City of Gloucester
9 Dale Ave
Gloucester, MA 01930

Dear Mayor Kirk,

I sincerely thank you for your invitation to serve on the Gloucester Fisheries Commission (GFC).

I am please to inform you that I have made the decision to accept your invitation to serve on the Fisheries Commission.

I have been a commercial fisherman in the City of Gloucester since I was a young man and would like to see the Gloucester Commercial Fishing Industry continue to prosper for the people in the industry and the community at large.

If you need to reach me for any reason I could be reached on my cellular phone number 978-282-4463.

Sincerely,
Accursio Sanfilippo



City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 4, 2011

Mr. Accursio Sanfilippo
14 St. Anthony's Lane
Gloucester, MA 01930

Dear Gus:

Thank you for your interest in serving on the City of Gloucester's **Fisheries Commission**. I have issued you a 90-day temporary appointment to serve on this committee. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their April 12, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Fisheries Commission. I truly appreciate the hard work and dedication you and your colleagues on the revived Commission will offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Enclosure
CAK/c

EFFECTIVE APRIL 4, 2011

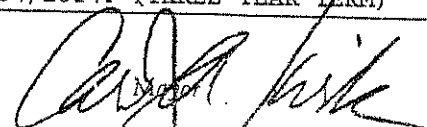
The City of Gloucester, Massachusetts

Dear Accursio Sanfilippo, 14 St. Anthony's Lane, Gloucester, M

It is my pleasure to inform you that I have this day appointed you
to the FISHERIES COMMISSION _____ of the City of
Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2014. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

RECEIVED

APR - 1 2011

Mayor's Office

March 31, 2011

Ms Carolyn A. Kirk
Mayor of the City of Gloucester
9 Dale Ave
Gloucester, MA 01930

Dear Mayor Kirk,

I sincerely thank you for your invitation to serve on the Gloucester Fisheries Commission (GFC).

I am please to inform you that I have made the decision to accept your invitation to serve on the Fisheries Commission.

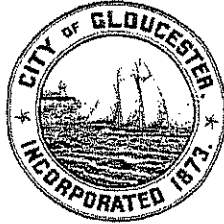
I have been a commercial fisherman in the City of Gloucester since I was a young man and would like to see the Gloucester Commercial Fishing Industry continue to prosper for the people in the industry and the community at large.

If you need to reach me for any reason I could be reached on my cellular phone number 508-284-9941.

Sincerely,
Al Cottone

A handwritten signature in cursive script, appearing to read "Al Cottone", written in dark ink.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 4, 2011

Mr. Al Cottone
8 Lendall Street
Gloucester, MA 01930

Dear Al:

Thank you for your interest in serving on the City of Gloucester's **Fisheries Commission**. I have issued you a 90-day temporary appointment to serve on this committee. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their April 12, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Fisheries Commission. I truly appreciate the hard work and dedication you and your colleagues on the revived Commission will offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Enclosure
CAK/c

EFFECTIVE APRIL 4, 2011

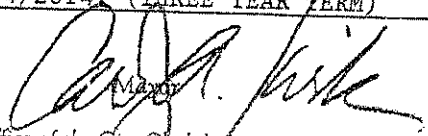
The City of Gloucester, Massachusetts

Dear Al Cottone, 8 Lendall Street, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
to the FISHERIES COMMISSION of the City of
Gloucester, Massachusetts

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2014. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

RECEIVED

APR - 2 2011

Mayor's Office

March 31, 2011

Ms Carolyn A. Kirk
Mayor of the City of Gloucester
9 Dale Ave
Gloucester, MA 01930

Dear Mayor Kirk,

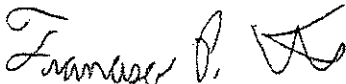
I sincerely thank you for your invitation to serve on the Gloucester Fisheries Commission (GFC).

I am please to inform you that I have made the decision to accept your invitation to serve on the Fisheries Commission.

I have been a commercial fisherman in the City of Gloucester since I was a young man and would like to see the Gloucester Commercial Fishing Industry continue to prosper for the people in the industry and the community at large.

If you need to reach me for any reason I could be reached on my cellular phone number 978-283-5555

Sincerely,
Francesco Paolo Vitale



City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 4, 2011

Mr. Francesco Paolo Vitale
4 Haskell Court
Gloucester, MA 01930

Dear Paul:

Thank you for your interest in serving on the City of Gloucester's **Fisheries Commission**. I have issued you a 90-day temporary appointment to serve on this committee. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their April 12, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Fisheries Commission. I truly appreciate the hard work and dedication you and your colleagues on the revived Commission will offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Enclosure
CAK/c

EFFECTIVE APRIL 4, 2011

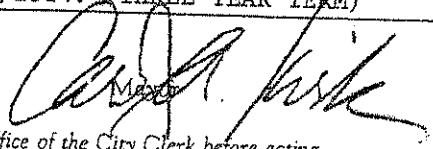
The City of Gloucester, Massachusetts

Dear Francesco Paolo Vitale, 4 Haskell Court, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
to the FISHERIES COMMISSION _____ of the City of
Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2014. (THREE YEAR TERM)

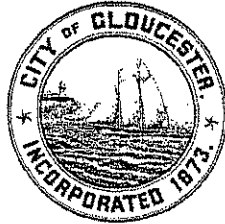
Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

April 5, 2011

Mr. Stephen W. Miller
10 Revere Street
Gloucester, MA 01930

Dear Mr. Miller:

Thank you for interest in serving on the **Historic District Commission**. I have issued you a 90-day temporary appointment to serve as an Alternate on this committee. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their April 12, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Historic District Commission. I appreciate the hard work and dedication you and your colleagues on this important committee offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
David Porper, Chair-Historic District Commission

Enclosure
CAK/c

EFFECTIVE APRIL 5, 2011

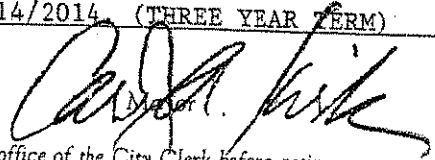
The City of Gloucester, Massachusetts

Dear Stephen W. Miller, 10 Revere Street, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
to the HISTORIC DISTRICT COMMISSION (ALTERNATE) of the City of
Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2014 (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

RECEIVED

MAR 25 2011

3/23/11

Mayor Kirk

Mayor's Office

I am writing you this letter as instructed by David Porper of the Historic District Commission. Paul Sheard and Ralph Puro have asked me to join them as a new member.

My wife Barbara and I moved to Gloucester in 2005. After living a total of 6 years, with short stints in Indiana, New Jersey, and Vermont, then settling in Newburgh, NY for 28 years where we raised our 4 children. We found Cape Ann in the fall of 2001 on a short weekend getaway. We found ourselves being "pulled" back, as we kept coming every chance we got. Finally, realizing it was time for a change in our lives, we decided to retire here. I can't quite explain, but we have never lived in any place that had such a sense of community, 24/7 year around "heartbeat". Obviously the beauty and uniqueness, not to mention the music & arts, are what first drew us here, the people are what kept us here.

Barbara and I both deliver meals-on-wheels in the Riverdale area. Barbara also volunteers in the Head Start class at Pathway for Children.

I graduated with a BSIM from Purdue University in 1972, worked 10 years in management for J. C. Penney, then with Prudential until I

retired in 2005. Barbara went 2 years to
Lynchburg College in Virginia until we married
in 1971. She was a stay at home mom until finally
teaching nursery school after our youngest was older,
until we retired. We were blessed with 4
children, Jennifer 35 (grad of Franklin Pierce in NH),
Dawn 33 (grad of Oswego College in NY) and her wife Anne and
2 children (Owen & Iris), Joshua 30 (grad of Binghamton U.
in NYS) his wife Julie and 2 children (Jones & Andre)
and Kyle 27 (grad of Franklin Pierce also).

I'm not quite sure what a BS in
industrial management from Purdue or a 10 year
retail career with JCPenney or a 25+ year
career with Prudential qualifies me for a spot
on the Historic District Commission. I do know
what this community has meant to my wife
and I over the last 5 years, as we have never
felt so "at home" in our lives. We do want to
preserve Gloucester's historic uniqueness.

Sincerely
Stephen W. Miller
Step Hall
10 Revere St
Gloucester, MA 01930

(Code 1970, § 2-331)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 8C.

Sec. 16-34. Rules and regulations; penalty for violations thereof.

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 8C.

Secs. 16-35--16-44. Reserved.

ARTICLE IV. RESERVED*

***Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

ARTICLE V. HISTORIC DISTRICT*

***State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

Sec. 16-60. Purpose.

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 2.

Sec. 16-61. Created.

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

State law reference(s)--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

Sec. 16-62. Historic district commission--Established; membership; term of office; office.

(a) There is hereby established, under M.G.L.A. c. 40C, a historic district commission with

all the powers and duties of a historic district commission specified in M.G.L.A. c. 40C.

(b) The historic district commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the mayor, subject to confirmation by the city council who shall serve staggered terms of three (3) years. The commission shall include one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Historical Association, one (1) regular member appointed from two (2) nominees submitted by the Boston chapter of the American Institute of Architects and one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Board of Realtors. Two (2) regular members of the commission shall be owners of property within a historic district in the city. All members of the commission, with the exception of that member nominated by the Boston chapter of the American Institute of Architects, shall be residents of the city. Vacancies shall be filled by appointment for the unexpired term. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation.

(c) The historic district commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

(Ord. of 5-24-77, § 4)

Cross reference(s)--Boards, commissions, councils and committees, § 2-400 et seq.

State law reference(s)--Municipal authority to establish historic district commission, M.G.L.A. c. 40C, § 4.

Sec. 16-63. Same--Duties.

(a) In passing upon matters before it, the historic district commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable Code section, ordinance or by-law. The commission shall not consider interior arrangements or architectural features not subject to public view.

(b) The historic district commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

(Ord. of 5-24-77, § 5)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 7.

Sec. 16-64. Same--Limitations on authority.

(a) Notwithstanding any contrary provision of this article, the authority of the historic district commission shall not extend to control of the following categories of buildings, structures, or exterior architectural features:

(1) Terraces, walks, driveways, sidewalks, and other similar structures, provided the structure is at grade level;

- (2) Storm doors and windows, screen doors and windows, window air conditioners, lighting fixtures, antennas, and similar appurtenances;
 - (3) The color of paint;
 - (4) Temporary signs and structures, provided, however, that the commission shall have authority to define "temporary signs" and "temporary structures;"
 - (5) The repair or reconstruction of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm, or other disaster, provided that: the exterior design is found by the commission to be substantially similar to the original and the repair or reconstruction is begun within one (1) year after the damage occurred and is carried on with due diligence.
- (b) The authority of the historic district commission shall, however, extend to parking areas used by three (3) or more vehicles, provided any such area is visible from any public or private way within the district.

(Ord. of 5-24-77, § 7; Ord. of 1-22-80, § 1; Ord. of 2-21-84, § 1)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 8.

Sec. 16-65. Appeals from determinations of historic district commission.

Any applicant aggrieved by a determination of the historic district commission may, within twenty (20) days after the filing of the notice of the determination contested with the city clerk, file a written request with the commission for a review by a person of competence and experience in such matters, designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the city clerk within forty-five (45) days after the filing of the request and shall be binding on the applicant and on the commission, unless an appeal is sought in court as provided in M.G.L.A. c. 40C, § 12A.

(Ord. of 5-24-77, § 6)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 12.

Chapter 17 POLICE*

***Cross reference(s)**--Offenses generally, § 14-1 et seq.; alarm systems, § 14-26 et seq.; Ch. 14; traffic and motor vehicles, Ch. 22.

State law reference(s)--Police generally, M.G.L.A. c. 147.

ARTICLE I. IN GENERAL

Sec. 17-1. Administration of waterways.

(a) *Police department.* [The following duties shall be the responsibility of the police department in the administration of waterways:]

- (1) Enforce all Massachusetts Commonwealth laws while patrolling the city waterways.
- (2) Operate, maintain and manage equipment and vessels assigned (Police boat/fire boat).
- (3) Investigate, prosecute criminal activity on waterways and waterfront in

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: April 7, 2011

Re: Proposed Amendment to Personnel Ordinance

A component of the recently submitted reorganization plan for the Department of Public Works is the creation of a new position, titled Assistant Director. Because this is a new position, it requires an amendment to the Personnel Ordinance. I have attached for your review a proposed amendment prepared by the Personnel Director, David Bain.

I respectfully request that this matter be referred to the Ordinance and Administration Committee for their review and recommendation to the City Council.

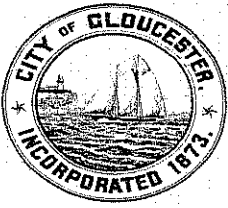
PROPOSED AMENDMENT
TO
THE ORDINANCES OF THE CITY OF GLOUCESTER

PROPOSED AMENDMENT TO **APPENDIX A** and **B** OF
SECTION 4 OF THE PERSONNEL ORDINANCE DESIGNATED AS
APPENDIX **C** OF THE CITY OF GLOUCESTER CODE OF ORDINANCES

1. That Appendix A, Classification Plan, be amended by inserting the position of Assistant Department of Public Works (DPW) Director.
2. That Appendix B, Compensation Plan, be amended by setting the compensation for said position at the level of M-9.
3. That the said Ordinance, in all other respects remain the same.

DATE:

Carolyn A Kirk
Mayor



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER:	#CC2011-015
Councillor	Ann Mulcahey

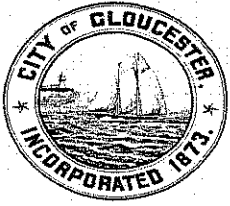
DATE RECEIVED BY COUNCIL:	04/12/11
REFERRED TO:	TC & O&A
FOR COUNCIL VOTE:	

ORDERED that the GCO Section 22-283 entitled "Bus Stops and Taxi Stands" be amended by

ADDING: Railroad Avenue, northerly side three spaces (3) at a point beginning at the east entrance to 33 Railroad Avenue for a distance of 80' and one space (1) at a point 200' in an easterly direction for a distance of 30' adjacent to the MBTA Train platform; and further

ORDERED that this matter be referred to the Traffic Commission and Ordinances and Administration standing committee for review, recommendation and measurements.

Councillor Ann Mulcahey
Ward 2



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER: Councillor	#CC2011-016 Jackie Hardy
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DATE RECEIVED BY COUNCIL: 04/12/11 REFERRED TO: TC & O&A FOR COUNCIL VOTE:

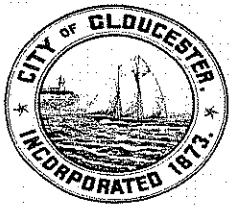
ORDERED that the Code of Ordinances sec.22-292 "Fire Lanes" be amended by

ADDING: after reference to Munsey Lane as a designated fire lane, "traffic calming devices or measures shall be used to assure the safety of this street as a fire lane"

ORDERED that this matter be referred to the Traffic Commission and Ordinances and Administration standing committee for review, recommendation and measurements.

Background: This Order seeks to control excessive traffic on this designated fire lane and should include Fire Dept. review

Councillor Jackie Hardy
Ward 4



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER:	#CC2011-017
Councillor	Ann Mulcahey

DATE RECEIVED BY COUNCIL:	04/12/11
REFERRED TO:	TC &O&A
FOR COUNCIL VOTE:	

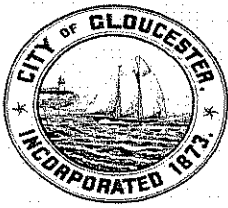
ORDERED that the GCO Sec. 22-287 entitled "Disabled veteran, handicapped parking" be amended by adding:

one (1) handicapped parking space in front of Perkins Street #25

And further

Ordered that this matter be referred to the Traffic Commission and the Ordinances and Administration Committee for review, recommendation and measurements.

Councillor Ann Mulcahey
Ward 2



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER: Councillor	#CC2011-018 Jackie Hardy
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DATE RECEIVED BY COUNCIL: 04/12/11 REFERRED TO: TC &O&A FOR COUNCIL VOTE:
--

ORDERED that the GCO Sec. 22-287 entitled "Disabled veteran, handicapped parking" be amended by adding:

one (1) handicapped parking space in front of Mt. Vernon Street #39

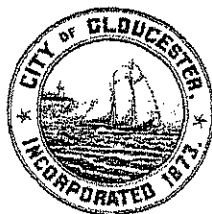
And further

Ordered that this matter be referred to the Traffic Commission and the Ordinances and Administration Committee for review, recommendation and measurements.

Councillor Jackie Hardy
Councillor Ann Mulcahey

Note: Handicapped placard on file

City Hall Annex
Three Pond Road
Gloucester, MA
01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director *Sarah Garcia*
CC: Conservation Commission
Suzanne Egan
Greg Verga
RE: Proposed Amendment to the Wetlands Ordinance
DATE: March 17, 2011

Please find attached a request from the Gloucester Conservation Commission for an amendment to the city's Ordinance Section 12 Article II, Wetlands. The proposed amendment will facilitate the permitting of septic system upgrades in low lying areas of West Gloucester.

We recommend forwarding their request to City Council to initiate and review the proposed amendment.

Thank you.



CITY OF GLOUCESTER
Conservation Commission
3 Pond Road Gloucester MA 01930
978-281-9781

March 17, 2011

Dear Mayor Kirk,

The Conservation Commission requests a minor but important change to the city's Wetlands Ordinance to facilitate permits for residents who need to upgrade septic systems that are in areas now prohibited for such uses.

In recent months the Commission has started to receive requests for septic upgrades on West Gloucester properties that are not planned for city sewer as scoped in the West Gloucester Land Management Plan (the Daylor Plan). Many of these systems are at low elevations, a number being below elevation 10, which places them in the ACEC (Area of Critical Environmental Concern) to the Great Marsh. As the city's Wetlands Ordinance now reads, such upgrades are prohibited, making it difficult for the Commission to approve an activity which greatly benefits the down gradient marsh, without violating its own Ordinance.

To remedy this situation, the Commission asks that the City Council initiate the following change to the city's Ordinance, Section 12 Article II, Wetlands.

Section 12-15 (b)(2) b 3 currently reads as follows:

12-15 (b)(2) b. 3.: No components of any drainage system or septic system shall be installed within 100 feet of the upland edge, that is, within (200) feet of the ACEC.

The Commission proposes adding the following section at 12-15(b)(2)c:

"Notwithstanding the provisions of section 12-15(b)(2)b above, the commission may issue a wetlands permit authorizing work which results in the loss or alteration of a portion of the ACEC and/or the upland edge and/or the buffer zone for any upgrade to or replacement of an existing septic system required by the Board of Health, when the applicant can show that there is no reasonable alternative location on the lot for the proposed activity and that any adverse impacts will be minimized."

As a result of inserting this new section c, the existing section 12-15(b)(2)c would be renumbered to 12-15(b)(2)d. All other numbering remains the same.

We ask that you forward our request to the City Council to initiate this amendment to the Ordinance.

Thank you for your consideration.

Ana Pen, agent for the Commission

The Gloucester Conservation Commission

Gloucester Taxi & Livery Service Inc.
212 Main Street
Gloucester, MA 01930
Tel. 978-283-0099 Fax 978-283-0089

CITY CLERK
GLOUCESTER, MA
11 APR -6 PM 4:06

April 6, 2011

To: Gloucester City Council President Jackie Hardy,

My name is John Nasser and I reside at 78 Maplewood Ave in Gloucester. I am the owner of Gloucester Taxi & Livery Service Inc.

Per the suggestion of City Clerk Linda Lowe, I am requesting a "Gas Surcharge" increase for our business be put on the agenda for referral to The Council Ordinance and Administration Committee. Please read my request below.

Due to the recent ridiculous surge in gas prices in our community and everywhere else, I've been trying to think of a ways to combat this problem so that we may remain profitable.

It's important to us to provide the best product we can for our customers.

My solution would be to add a .50 "Gas Surcharge" for every ride. I know in some cities in Florida they actually charge \$1.00 per ride. I don't want to go that high unless I absolutely have too. We'll see where the prices go. Therefore, I don't think that .50 is too much to ask.

We would post some type of notice on the Meter in clear view of all our cars indicating this charge.

Some customers have even mentioned that they are surprised we haven't raised the rates due to the gas price increase.

I would NOT consider passing this increase on to the elderly however. We need to do our part to help them anyway we can. We do offer senior discounts and will continue to do so.

If the gas prices fall below the \$3.00 range, I would be willing to take the "surcharge" out of the equation.

I am on vacation with my family from April 17, to April 24 2011.

Thank you for consideration.

Sincerely,

John Nasser
Gloucester Taxi & Livery Service Inc.
Home # 978-283-0849
Cell # 978-239-1116



Project Briefing

Release Date – April 7, 2011

Municipality Gloucester
Project Bridge Preservation: Route 128 over the Annisquam River
Status 85% complete
Cost \$25,500,000

11 APR - 7 PM 5:32
CITY CLERK
GLOUCESTER, MA

Description The work involves the removal and replacement of the wearing surface of the bridge deck along with rehabilitation of the superstructure and portions of the substructure on Bridge No. G-05-017 carrying Route 128 over the Annisquam River in Gloucester. The project will also include replacement of the sidewalks along with significant structural repairs and painting portions of the superstructure. A new wearing surface will be placed on the bridge along with a new median barrier. The existing bridge railing will be refurbished and a suicide deterrent safety screen will be erected along the sidewalk. SPS New England, Inc. is completing the work.

Current Project Status – The contractor has engaged a new painting sub-contractor. Preparation work associated with the painting has resumed. The east end of the main span has been cleaned and primed. The work has allowed access to identify the areas where additional structural steel repairs will be needed. MassDOT's design consultant is in the process of reviewing these additional areas and will develop recommended repair procedures.

To support the preparation work associated with the painting activities, the right lane on Route 128 northbound was permanently closed on March 8th. The lane will be reopened prior to May 26th to accommodate the heavier summer traffic flow.

The contractor has also completed the replacement of structural steel members at the lower level trusses at the arch level in the main span.

Note: Additional project information and history can be found by visiting MassDOT's website at: <http://www.massdot.state.ma.us> and clicking on the Projects tab, then selecting "Current Road and Bridge Projects" and after entering the City of Gloucester, select Project No. 604797.



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Massachusetts 2010 Census Liaison

CITY CLERK
GLOUCESTER, MA
11 APR 20 PM 2:08

Dear Census Liaison:

Enclosed please find a map prepared for your municipality based on the simulations conducted by this Office with you and reflecting the actual populations from the 2010 Census. The solid black lines represent your current precinct boundaries and the newly drawn precincts are represented by colors, with the population totals for each of the new precincts set forth in the legend. Please review the enclosed map to ensure it accurately reflects the changes that your municipality had directed.

If your municipality has further changes to be made, please call me at 617-878-3219 or e-mail me at John.Barr@sec.state.ma.us to schedule a time to discuss. We will schedule a conference call with you to discuss options and review any requested changes. Please allow up to two (2) weeks for an appointment. After the call, we will send you a revised map electronically for your review. This same process will be employed until a map is finalized for approval by your local governing body.

Once you have approved a final map, this Office will mail a printed version to you for presentation to the local governing body. We will also provide a listing of the blocks by precinct and a **draft** legal description for all precincts and wards, where applicable. However, the municipality will need to review and correct the description prior to seeking approval of the local governing body.

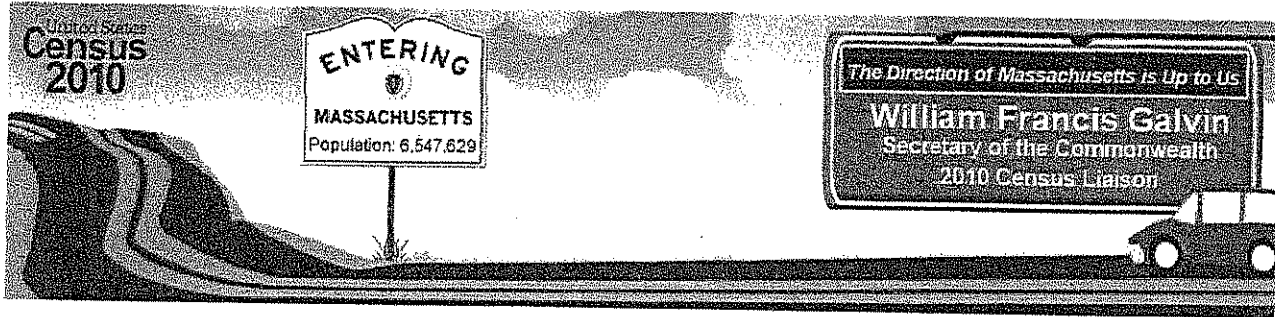
Please do not hesitate to contact me with any questions.

Very truly yours,

A handwritten signature in cursive script that reads "John Barr".

John Barr,
Re-Precincting Coordinator

Enclosure (Map)



Re-Precincting/Redistricting

Local Re-Precincting

Requirements

Legislative Redistricting

Local

News

Contact Us



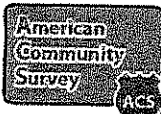
U.S. Census...
Current Surveys

Website

Boston Regional Office

News Release

Other Census Data



Office of the Secretary of the
Commonwealth of
Massachusetts

City/Town Requirements

Town actions required:	Deadline Date (no later than)
The Board of Selectmen in Towns with under 6,200 residents may on its own initiative, or if so directed by town meeting, shall divide the town into precincts; AND Every town with more than 6,200 residents shall divide the town into precincts.	June 15, 2011*
The town clerk must give written notice of the division, submit maps, etc to the SOC, and the SOC must thereafter forward to the LEDRC.	June 22, 2011
The LEDRC will review the submission and vote to accept or reject the submission. If the plan is accepted, the town will be so notified. If the LEDRC determines there are problems with the submitted plan, the LEDRC must give specific written notice to the Board of Selectmen of any problems.	July 27, 2011
The Board of Selectmen must make the changes recommended by the LEDRC.	August 10, 2011
For a town comprised of one precinct with more than 6,200 inhabitants not divided by August 10, 2001, LEDRC shall divide the town or appoint a master to make the division (division to be made within 15 days and subject to LEDRC approval).	August 25, 2011
FINAL POSSIBLE DATE	September 9, 2011
OR	
For a town comprised of more than one precinct that fails to act August 10, 2001, the LEDRC shall divide the town or appoint a master to make the division (division to be made within 15 days and subject to LEDRC approval).	August 10, 2011
FINAL POSSIBLE DATE	August 25, 2011



CITY actions required:	Deadline Date (no later than)
City council must vote on a new division of precincts.	June 15, 2011*
City must give written notice of the division, and submit maps, etc., to the SOC and the SOC must thereafter forward to the LEDRC.	June 22, 2011
The LEDRC will review the submission and vote to accept or reject the submission. If the plan is accepted, the city will be so notified. If the LEDRC determines there are problems with the submitted plan, the LEDRC must give specific written notice to the mayor or city manager of any problems.	July 27, 2011
Within 7 days after receipt of notice from the LEDRC, the mayor or city manager must present his recommendations to the city council.	Date will vary depending on date of receipt of notice.
The city council should make the changes presented by the mayor, or if the city council does not, the mayor may give an executive order making the changes.	August 10, 2011
If the city council fails to act by the 49th day following the final day to give notice to the SOC, the LEDRC shall make the division or appoint a master to make the division (division to be made within 15 days and subject to LEDRC approval).	August 10, 2011
FINAL POSSIBLE DATE	August 25, 2011

1-800-462-8683 • MA2010CENSUS@sec.state.ma.us



CITY CLERK
GLOUCESTER, MA
11 APR 22 AM 9:55

April 14, 2011

To: Mayor Kirk and City Councilor President and City Council Members,

The Downtown Development Commission would like to express our appreciation for the public participation of the I4-C2 schematic design submissions. We valued each of the presentation's insight, creativity and passion, which became a vital part of the schematic design process.

Many ideas that have been presented have decisive factors that are critical for what is the most important step in the process for the Request for Proposals.

The DDC recommends to the Mayor and City Council the importance of establishing the following important criterion.

- The primary objective would be to attract a scheme, which has the financial viability to bring that proposal to fruition. Proposals that enhance the current maritime industry or establish the foundation of new industries are encouraged. Also plans that attract groups or industries with the capabilities of expanding to other areas in the city should be highly regarded.
- The Commission urges the City to establish criteria outlining the goals for the long-term development of Gloucester's Downtown, incorporating the links to the Harbor, Rogers Street, Main Street and the Downtown City Campus.
- We encourage this process to include considerations outlined in the Gillham and Gander Associates Report - 1995, The Community Development Plan - 2001, The Harbor Plan - 2009, and the recent consulting findings of Mt Auburn's Harbor Economic Development plan - 2010.
- Public access and the integration of the "Harbor Walk" are essential.

We hope the Mayor and the City Council would consider these factors for the next part of the I4-C2 process.

Respectfully,

John Orlando,
Chair - Downtown Development Commission

The following residents and voters of Gloucester would like the City Council to reconsider the recent ordinance that was enacted that prohibits 'shuffling' between parking meters in downtown Gloucester. When the ordinance was created, there was no consideration given to the many hair salons on Main Street that have clients that use services that take more time than the Main Street meters provide. A lot of these customers are elderly and unable to walk from the longer meters on Rogers Street.

CITY CLERK
GLOUCESTER, MA
FEB -9 AM 10:42

Name

Address

N	Jennifer Clark	32 WTHAM ST Gloucester
V	Susan Tocco	23 Lookout St
N	Roschke	13 main st
N	Jessica Collins	13 main street
W	Janyce Brown	15 Hickory Hill Rd Manchester
7	Wendy	7 HILLSIDE RD. GLOUCESTER
2	Denise DellaGrotte	WOLF HILL GLO
1	Joan Madden	226 BRAY ST., GLOUC.
N	Rich Kleinsch	6 sea Fox Lane
V	Jennifer noble	5 Helen way Gloucester
N	Alan McGlashan	64 Bond St, Gloucester,
V	Maureen A. Wood	144 Bray Street Gloucester
W	Carol Hayes	3 Penn Rd Rockport
V	Helen B Joseph	9 Orchard Rd. Gloucester
7	Louis Fasso	395 Western Ave
7	Diana Karcher	429 Essex Ave
7	Judy Sumner	3 Fairmount Rd
9		